

# HACCP-Based SOPs

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## Manual Warewashing

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

**KEY WORDS:** Food Contact Surface, Cleaning, Sanitizing

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.

All soiled equipment and utensils must be washed, rinsed, and sanitized after each use. The ware washing sinks will be checked prior to use to ensure chemical concentrations or sanitizing temperatures are adequate.

Employees who use warewashing sinks will be responsible for knowing how to use them properly and appropriately document concentrations and/or temperatures. Steps include:

1. Rinse, scrape, or soak all items before washing.
2. Wash items in the first sink in the detergent solution. Water temperature should be at least 110°F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.
3. Immerse or spray-rinse items in second sink. Water temperature should be at least 110°F. Remove all traces of food and detergent. If using immersion method, replace water when it becomes cloudy, dirty, or suds appear.
4. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 171°F. Items must be immersed for 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit.) Water must be correct temperature for the sanitizer used. Air dry all items on a drainboard. Do not use towels to dry items.

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## Manual Warewashing, continued

### Proper Warewashing Sink Setup

<i>STEP 1</i>	<i>STEP 2</i>	<i>STEP 3</i>	<i>STEP 4</i>	<i>STEP 5</i>
Scrape items to remove loose soil and debris	<b>WASH</b> 110°F Detergent & Water	<b>RINSE</b> 110°F Clean / Clear Water	<b>SANITIZE</b> 171°F Water or Chemical Sanitizer (follow mfg specs)	<b>AIR DRY</b> Do not use towels or cloths to dry items

### General Guidelines for Chemical Sanitizers (always follow manufacturer's specs)

Chemical Solution	Concentration Level	Minimum Temperature (Water pH $\geq$ level)	Minimum Immersion Time
Chlorine solution	50 – 99 ppm minimum	$\geq 75^\circ\text{F}$ (pH $\geq 10$ ) $\geq 100^\circ\text{F}$ (pH $\geq 8$ )	10 seconds 10 seconds
Iodine solution	12.5-25.0 ppm	$\geq 75^\circ\text{F}$ (pH $\geq 5$ )	30 seconds
Quaternary ammonium solution	200 ppm minimum (or per manufacturer's instruction)	$\geq 75^\circ\text{F}$ (Water pH $\geq$ level per manufacturer's instruction)	30 seconds

The unit supervisor will:

1. Monitor employees using warewashing sinks to ensure proper use.
2. Check **Sanitizer Log** to ensure that temperatures or chemical concentrations meet standards and are recorded daily.
3. Follow up as necessary.

### MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
  - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

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## Manual Warewashing, continued

### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record monitoring activities and any corrective action taken on the Daily Cleaning Schedule and/or the Sanitizer Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Daily Cleaning Schedule and/or the Sanitizer Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist every two weeks. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

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