

PRESENTER'S GUIDE

"CLEANING AND SANITIZING IN FOOD PROCESSING AND HANDLING ENVIRONMENTS PART I: CLEANING"

*Part of MARCOM's Safety, Regulatory
and Human Resources Library*

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **When you work in a food processing and handling facility, there is always a chance that the products you're working with could become contaminated by microorganisms.**
 - This could lead to your customers contracting a foodborne illness.
- **You can greatly reduce the risk of contamination by using proper cleaning procedures.**
 - It can help to keep the food products that you work with safe to eat.
- **Cleaning is the act of clearing debris from a surface.**
 - This includes activities such as wiping crumbs or liquids from a countertop.
- **There are different ways to clean different types of substances from different surfaces.**
 - It's important to know what cleaning methods and products to use for a cleaning job.
- **If cleaning products are required, there are several types to choose from, including...**
 - Soaps.
 - Detergents.
 - Degreasers
 - Glass cleaners.

- **The simplest way to ensure that you're using the right cleaning product is to read the label on the container.**
 - It should identify the surfaces on which the product can be used, and what types of soil it can remove.
 - If the information can't be found on the label, you can always check your facility's HACCP or SSOPs, or consult with your supervisor.
- **When you use good cleaning procedures, you're helping to protect your facility from both inside and outside sources.**
 - Pests like mice and cockroaches can introduce harmful microorganisms that might contaminate equipment and surfaces.
 - You can reduce the risk of pests entering your facility by using proper cleaning procedures, such as sweeping up crumbs and wiping up spills.
- **It's nearly impossible to keep surfaces and equipment clean unless you maintain good personal hygiene yourself.**
 - As much as 30% of all foodborne illnesses are caused by employees in food processing and handling facilities who have poor personal hygiene habits.
- **Personal hygiene starts with keeping your hands clean and germ-free.**
 - You use them all day, and it's easy for harmful microorganisms to accumulate if you're not careful.
 - You need to pay attention to what you do with them while you're in your work area.

- **You need to be aware of your facility's rules for handwashing, but at a minimum you should wash your hands after you...**
 - Enter your facility.
 - Enter a new room.
 - Touch something that might contaminate your hands, such as a product that hits the floor, dirty equipment, or a doorknob.
 - Cough, sneeze or use a tissue.
 - Use tobacco.
 - Eat or drink.
 - Use the bathroom.

- **Other actions that may cause your hands to become contaminated when you are at your workstation include...**
 - Scratching your scalp.
 - Running your fingers through your hair.
 - Wiping or touching your nose.
 - Rubbing your ear.
 - Touching a pimple, wound or boil.
 - Touching a dirty uniform.
 - Coughing or sneezing into your hand.

- **Wearing gloves is a very good way to keep your hands sanitary at work, but you have to follow the correct procedures to ensure that your gloves are preventing contamination.**
 - Gloves should be clean and unbroken, so make sure to check for rips or tears before using them.
 - Always hold your gloves by the edge, to lower the risk of contaminating them with your hands.
 - It's crucial that gloves fit properly (if they're too big, they might fall off, but if they're too small they could rip or tear when you move your hands).
 - If you don't change them at appropriate times, you could recontaminate the surfaces and equipment that you're working with.

- **To keep your gloves free from harmful microorganisms, they should be changed...**
 - As soon as they become dirty or torn.
 - Before beginning a different task.
 - After an interruption, such as taking a telephone call.
 - After 4 hours of continuous use.
- **You must wash your hands before putting on a new pair of gloves as well.**
 - This helps to ensure that you don't expose the outside of the gloves to any harmful microorganisms that may exist on your hands.
- **There are many different things that you must do to maintain good "personal hygiene".**
 - You need to be familiar with the hygiene standards that are set by your facility, and make sure that you are meeting them every day.
- **Wearing hygienic clothing is one important way that you can help to prevent contamination of the food that you're working with.**
 - Wearing "street clothes" on the job can introduce outside contaminants, so if possible, your work clothes should be used exclusively for work, and stored inside your facility at all times.
- **Wearing an apron can help to protect the food, as well as the equipment and surfaces that you work with, from contamination.**
 - But you must remember to remove and store your apron before performing tasks outside of food prep areas so it won't become contaminated.

- **"Masking up" is a good way to guard against contamination as well.**
 - Coughing, sneezing, and talking can all produce droplets of moisture that could contaminate surfaces and food products.
 - To keep these droplets from escaping, you should wear a mask whenever possible.

- **Hairnets should be worn on your head and over any facial hair.**
 - This will reduce the risk that "shedding hair" will contaminate the food that you are handling.

- **An easy way to remember four of the most important elements in the cleaning process is by using the acronym TACT, which stands for...**
 - Time.
 - Action.
 - Concentration.
 - Temperature.

- **The "time" that is required to properly clean something depends on ...**
 - The type of equipment or surface that you're cleaning.
 - The amount of soil that exists.
 - The method of cleaning that you're using.
 - The type of soil that you're removing.

- **Too little cleaning time can still leave contaminants.**
 - But if cleaners remain on surfaces for too long, this can also create problems.
 - If you don't rinse off cleaners within the time specified by the manufacturer, the soil can begin to "redeposit" on the surface, and it can become contaminated again.

- **The "action" you have to take to clean something includes both the effort that you exert to do the cleaning and the "activity" of any solution that is being used.**
 - For instance, the "activity" of detergents is to dissolve grease and remove soil from surfaces.
 - The "effort" of bringing the cleaning compounds into contact with the soil, like wiping or scrubbing, is what removes the contaminants.

- **"Concentration" is the amount of water that you should mix with a cleaning product to create a solution that is effective for your cleaning job, and is determined by four things...**
 - The type of cleaner that is being used.
 - The kind of soil that you're trying to remove.
 - The hardness of the water.
 - The surface that is being cleaned.

- **You can usually find "concentration" information on the label of the cleaning products that you're using.**
 - It should also be listed in your facility's Sanitation Standard Operating Procedures (SSOPs), or Hazard Analysis and Critical Control Point (HACCP) Plan.

- **Another thing that affects how well cleaners work is the "temperature" at which they are used.**
 - This depends on both the area that you are in and the cleaning product that you are using.

- **While TACT describes four of the most important elements of cleaning, the rest of the elements are represented by the acronym WINS, which stands for...**
 - Water.
 - Individual.
 - Nature.
 - Surface.

- **The "W" in "WINS" is "water", because the first step in cleaning is usually a rinse with water.**
 - This will remove debris from the surface or equipment.
 - Water is often called the "universal solvent", because more substances dissolve in water than in any other liquid.

- **It's very important to consider the "hardness" of the water when choosing a cleaning product.**
 - If the water contains high levels of calcium and magnesium, it is considered "hard water".
 - Using hard water to clean may create soap buildup and mineral deposits which could damage surfaces over time.

- **There are certain types of cleaners that can cancel out the negative effects of hard water.**
 - Cleaning chemicals called "chelating agents" can produce a chemical reaction that can help to reduce the levels of calcium and magnesium in hard water.
 - If your facility has particularly hard water, consult your SSOPs or HACCP Plan to find more information about chelating agents.

- **The "individual" who will be cleaning the food processing and handling equipment or surfaces is the "I" of the cleaning process.**
 - Everyone in your facility who is responsible for cleaning equipment and surfaces should receive training about their proper cleaning processes.
 - This training should always be based on procedures that have been put in place by your company for each work area and piece of equipment.
 - It should address all of the elements of TACT and WINS.

- **The "nature" of the food products that are being processed or handled is the next element in the "WINS" cleaning equation.**
 - This is what determines the type of soil that needs to be removed.
- **The five basic types of soil that the food industry must deal with are...**
 - Fats and grease.
 - Proteins.
 - Minerals.
 - Sugars.
 - Complex carbohydrates.
- **Each of them requires a cleaner that can perform the "activity" that is designed to remove it.**
 - You should check the label on the cleaner that you want to use to find out if it can effectively remove the type of soil that you have to clean.
 - If you can't find the information there, your SSOPs or HACCP Plan should have more information about the intended use of the cleaners that are used in your facility.
- **The last element of WINS is the "surface" that needs to be cleaned.**
 - The most common surface in food processing and handling environments is stainless steel, because of its high resistance to corrosion.
 - But you might also need to clean many other types of materials, such as plastics, rubber and other metals.

- **Some types of metal surfaces, such as aluminum, can corrode quickly if the wrong cleaner is used.**
 - If metal surfaces become corroded, it can lead to equipment failure, affecting your food products' quality and safety.
 - To make sure that you're using the correct product for each surface that you clean, read the instructions on the label.
 - Consult your facility's SSOPs or HACCP Plan or your supervisor if you have any questions.
- **Not all food processing and handling facilities are the same, but you can use the same set of guidelines when you have to manually clean most equipment and surfaces.**
 - Knowing which techniques and tools to use can help you to do it quickly, effectively and safely.

You may need to put on PPE (personal protective equipment) to keep yourself safe while you are cleaning.

- If you have any questions about what PPE you should be using, check your facility's SSOPs or HACCP Plan.
 - If you still can't find the information you want, ask your supervisor for help.
- **After you've put on your PPE, the next step is to perform "dry" cleaning on and around the area you're focusing on.**
 - "Dry cleaning" means doing your cleaning with equipment that can be used without water or other liquids.
 - **Brushes, sweepers, scrapers, and vacuums can all be good tools for dry cleaning.**
 - They can remove soils and dust from food processing equipment, as well as surfaces such as floors, ceilings, walls and ducts.

- **You can help to decrease the risk of contamination by using color-coded cleaning tools.**
 - Each color is assigned to a different area of the facility, or used for one specific task.
 - If your facility employs such a color-coding system, you need to know what each color represents...and use the correct colored tool for your cleaning job.
- **The second step in most cleaning processes, after "dry cleaning", is to do a thorough rinse with water.**
 - The water that you use should be warm, between 100° and 120° F.
- **Next, you should apply a cleaning solution, and the surface should be scrubbed thoroughly.**
 - Different surfaces require different cleaners and equipment, so consult your facility's SSOPs or HACCP Plan if you have any questions about what to use.
- **Whenever you are using a cleaning solution, you must make sure that you are wearing the proper personal protective equipment (PPE).**
 - This is because some cleaning products, like chlorine bleach, can be harmful to your eyes and skin.
 - If you're unsure of what type of PPE you should wear, look at the chemical's Safety Data Sheet.
- **When you're finished scrubbing, you'll need to do a final rinse to remove any residue left behind.**

- **Any liquid that is left over after cleaning is called "wastewater".**
 - This can include materials like the various detergents, soaps, and other solutions that have been used for cleaning, as well as the fats, oils and any greases that have been removed.
 - It is usually collected in a tank, pumped out regularly, and transported to a treatment plant.
- **Producing too much wastewater can be very harmful to the environment.**
 - You can help to reduce the amount of wastewater produced in your facility by doing as much "dry cleaning" as possible.

*** * * SUMMARY * * ***

- **You can greatly reduce the risk of contamination in the food products you work with by using proper cleaning procedures.**
- **Maintaining a clean facility starts with practicing good personal hygiene.**
- **The acronyms "TACT" and "WINS" can help you remember the essential elements of cleaning.**
- **Brushes, vacuums, sweepers, scrapers and other tools that are used for dry cleaning may be color-coded in your facility... and if they are, you need to know what each color represents.**
- **Cleaning is not the only thing you'll have to do to keep the food products you work with safe from harmful microorganisms...but it is the foundation for preventing them from being contaminated.**

- **When you perform your cleaning procedures properly, you're taking the first step towards ensuring that your facility produces products that are free from contamination...every day!**