



# Regulations, Development, Record Keeping and Corrective Actions for SSOPs

(Sanitation Standard Operating Procedures)

Presented at  
**NEBRASKA ASSOCIATION OF MEAT PROCESSORS**  
24TH ANNUAL CONVENTION

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# 9 CFR 416 – Sanitation Regulations

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9 CFR 416.1 – “ Each official establishment must be operated and maintained in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated.”

9 CFR 416.2 – Establishment grounds and facilities

- Pest Control
- Construction
- Light
- Ventilation
- Plumbing
- Sewage Disposal
- Water Supply
- Dressing rooms, lavatories, toilets

# 9 CFR 416 – Sanitation Regulations

## 9 CFR 416.3 – Equipment and Utensils

- Easily cleanable
- Food grade

## 9 CFR 416.4 – Sanitary Operations

- Cleaning and sanitizing food contact surfaces
- Cleaning and sanitizing non food contact surfaces
- Use and storage of chemicals
- Protecting product from adulteration during processing, handling, storage, loading, and unloading

## 9 CFR 416.5 – Employee hygiene

- Cleanliness
- Clothing
- Disease Control

## 9 CFR 416.6 – Tagging insanitary equipment, utensils, rooms, or compartments

- Discusses placement and removal of the “U.S. Rejected” Tag

# 9 CFR 416 Sanitation Regulations

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## 9 CFR 416.11 – General Rules (SSOPs)

- Requirement to develop, implement and maintain written SSOPs

## 9 CFR 416.12 – Development of Sanitation SOP's

## 9 CFR 416.13 – Implementation of SOP's

- Requirement to follow those SSOP's developed at the establishment
- Regulation to document SSOPs a minimum of once daily

## 9 CFR 416.14 – Maintenance of Sanitation SOP's

- Routinely evaluate the effectiveness of the SSOPs

## 9 CFR 416.15 – Corrective Actions

- 4 parts

## 9 CFR 416.16 – Recordkeeping Requirements

- Requirement to maintain daily records
- 6 months record retention

## 9 CFR 416.17 – Agency Verification

- Requirement for FSIS to verify integrity and effectiveness of the establishment's SSOPs

# 9 CFR 416.12 – Development of SSOPs

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- (a) The Sanitation SOP's shall describe all procedures an official establishment will conduct daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s).
- (b) The Sanitation SOP's shall be signed and dated by the individual with overall authority on-site or a higher level official of the establishment. This signature shall signify that the establishment will implement the Sanitation SOP's as specified and will maintain the Sanitation SOP's in accordance with the requirements of this part. The Sanitation SOP's shall be signed and dated upon initially implementing the Sanitation SOP's and upon any modification to the Sanitation SOP's.
- (c) Procedures in the Sanitation SOP's that are to be conducted prior to operations shall be identified as such, and shall address, at a minimum, the cleaning of food contact surfaces of facilities, equipment, and utensils.
- (d) The Sanitation SOP's shall specify the frequency with which each procedure in the Sanitation SOP's is to be conducted and identify the establishment employee(s) responsible for the implementation and maintenance of such procedure(s).

Establishment Name  
Establishment Address  
Establishment City, State, Zip Code

Date  
Establishment Number

**\*\* THESE PLANS HAVE BEEN BUILT AS A LEARNING TOOL. IT IS VITAL THAT THESE PLANS BE EDITED TO YOUR FACILITY\*\***

### **Sanitation Standard Operating Procedures (SSOPs)**

#### **Frequency: Operational days**

**Responsible person: Production manager, FS&Q manager, or plant designee**

#### **Purpose and General Notes:**

Products produced in this establishment are done so in a sanitary, safe environment. Food safety culture is taken very seriously in this establishment and care is taken to ensure employees are properly trained in good sanitation practices. This facility operates their sanitation program to follow all applicable parts of 9 CFR 416.

The facility is maintained in good condition. Appropriate lighting and ventilation will be present. Hot and cold water are available at all times to help maintain sanitation. Waste is promptly removed to prevent potential contamination points, including wastewater. This means that at least twice a day large physical debris is removed from floor, and waste containers are replaced once full. Inedible barrels are labeled per regulatory requirements.

Chemicals are stored under or away from food and packaging materials. All chemicals will have an SDS sheet on file.

Pests – pest control will be completed by a pest control company. Records will be maintained on file. If evidence of pests are observed, the pest control company will be contacted. Product will be assessed for contamination.

#### **Employee/Personnel Hygiene**

Employees' hands are washed before break is taken and after break before putting gloves back on and handling product(s), or any time contamination may occur without a hand wash. This includes washing hands when switching tasks.

Hair restraints will be used when employees are in the production areas, this may be through the use of company provided hair/beard nets, ball cap, or other means. Footwear will be kept clean to ensure cross contamination between areas is minimized and there is no risk to personnel.

Frocks/aprons will be maintained in clean condition and will be changed as necessary to prevent chance of contamination. Frocks, aprons, gloves will all be changed if moving from raw processing to ready to eat processing. Frocks and aprons are to be worn in food processing areas only; they are not to be worn in toilet areas, eating areas, or any other non-processing areas.

Only medical alert bracelets and plain wedding bands without a stone are allowed to be worn in production. No other jewelry is permitted. Nail polish is not allowed to be worn when working in the production environment, and if artificial nails are worn, gloves will be used.

Employees showing symptoms of communicable diseases will not be allowed to work around people or food.

No eating, drinking, smoking, or spitting will be allowed in production or slaughter areas.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

# SSOP Hand Out

## TEMPLATE ONLY – Procedures ONLY –

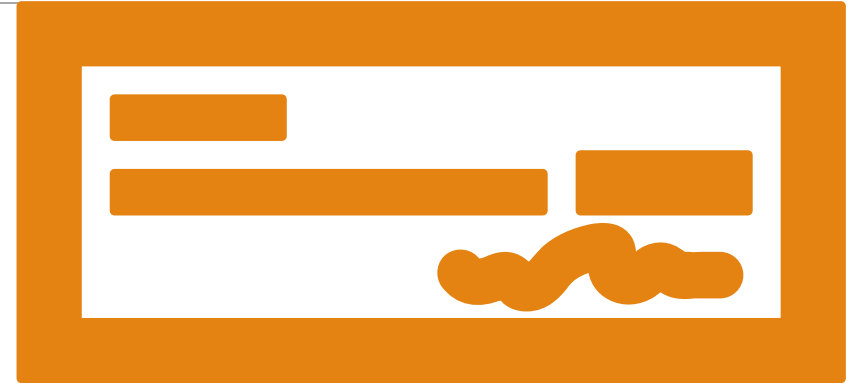
- Must cater to your operations
- Forms need created

# Building Your SSOP

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Specify:

- Scope of the SSOP
- Responsible party for implementation (by position, not by name)
- Outline procedures
- Outline frequency of checks
- Who will be completing the checks
- How cleaning and sanitation will be completed
- Any general notes
  - How product will be protected from contamination or disposed of if contaminated
- Address all the points of the regulatory requirements, examples include:
  - Employee Training
  - Employee Hygiene
  - Equipment, room, and tool cleaning and sanitation
  - Pest Control
  - Construction
  - Corrective Actions



# Cleaning and Sanitizing SOPs

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## **Standard Operating Procedures (SOPs) for Cleaning and Sanitizing**

- **A. Cleaning Procedures**
  - 1. Pre-rinsing
  - 2. Application of detergent
  - 3. Mechanical scrubbing
  - 4. Rinsing
- **B. Sanitizing Procedures**
  - 1. Selection of sanitizers
  - 2. Application methods (e.g., spraying, foaming)
  - 3. Contact time
  - 4. Rinsing or air drying
- **C. Monitoring and Verification**
  - A. Regular inspection of equipment and facilities
  - B. Potential microbiological testing of surfaces and equipment – ATP or microbial testing
  - C. Training and education of personnel – AND Document it!



# 9 CFR 416.16 – Record Keeping Requirements

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- (a) Each official establishment shall maintain daily records sufficient to document the implementation and monitoring of the Sanitation SOP's and any corrective actions taken. The establishment employee(s) specified in the Sanitation SOP's as being responsible for the implementation and monitoring of the procedure(s) specified in the Sanitation SOP's shall authenticate these records with his or her initials and the date.
- (b) Records required by this part may be maintained on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.
- (c) Records required by this part shall be maintained for at least 6 months and made available to FSIS. All such records shall be maintained at the official establishment for 48 hours following completion, after which they may be maintained off-site provided such records can be made available to FSIS within 24 hours of request.

# askFSIS Public Q&A: Sanitation Standard Operating Procedures Record

🕒 Apr 9, 2021

## KNOWLEDGE ARTICLE

If you have more questions about this topic, please submit them through askFSIS: <https://www.fsis.usda.gov/contact-us/askfsis>

**I slaughter Monday but only process on Tuesday. When should Sanitation SOP records for Monday operations be available for FSIS review?**

**9 CFR 416.16 requires official establishments to maintain daily records. FSIS clarified that establishments have until the beginning of the same shift the next operating day to have the records available. The Sanitation SOP is for the entire establishment. Therefore Monday's records should be available for FSIS review at the beginning of the processing shift on Tuesday.**

If you have any questions about the information in this Knowledge Article or any other questions about this topic, you can submit them to the FSIS Policy Experts at askFSIS by clicking on this link and filling out the web form to submit your question: <https://www.fsis.usda.gov/contact-us/askfsis>

# askFSIS Public Q&A: Sanitation SOP Frequency of 'Daily' - Definition

🕒 Mar 31, 2021

## KNOWLEDGE ARTICLE

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<https://www.fsis.usda.gov/contact-us/askfsis>

**What is meant by the term 'daily' as used in 9 CFR 416.12 through 9 CFR 416.17?**

The term 'daily,' as used in 9 CFR 416.12 through 9 CFR 416.17, describes an establishment activity that occurs once every 24 hours. The official establishment determines when the 24 hour time frame begins and ends. In official establishments with multiple shifts in one day, a 'daily' activity occurs once per day, but occurs randomly across the multiple shifts over time in that 24 hours.

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# SSOP Corrective Actions – 9 CFR 416.15

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“Each official establishment shall take appropriate corrective action(s) when either the establishment or FSIS determines that the establishment's Sanitation SOP's or the procedures specified therein, or the implementation or maintenance of the Sanitation SOP's, may have failed to prevent direct contamination or adulteration of product(s).”

## 4 Parts to a Corrective Action

- 1. Identify the cause of the deviation.
- 2. How were sanitary conditions restored?
- 3. What was done to prevent the reoccurrence of direct contamination or adulteration of products?
- 4. What was the final product disposition and the justification behind this decision?

# Sanitation Mindset

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Continuous  
Improvement



Always Look Ahead



Build Strong Culture

**If you never look for sanitation issues, then there will never be any issues!!**

# Q&A

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