



Sanitation Department

Sanitation Department Training Memo

Month: August

Dates: August, 31st, 2025

From:

To: All Employees – Sanitation Department

Subject: Training Review – December, 2025

Agenda

1. Safety Focus

- Summary of the Safety Committee meeting.
- Year-to-date accident rate: **2.6**.
- Safety-related notices issued to the Sanitation Department in August: **0**.

2. Lockout/Tagout (LOTO) Program Review

- Review of general and site-specific LOTO procedures.
- Procedures for proper installation and removal of locks.
- Inspection of all personal LOTO equipment to ensure compliance.
- Reminder: The company enforces a **zero tolerance policy** for any authorized employees (operators, sanitation technicians, mechanics, or quality staff) who violate LOTO procedures.

3. Food Safety

- Harmful bacteria review: *Clostridium Botulinum*, *Clostridium Perfringens*, *E. coli*, *Listeria Monocytogenes*, *Salmonella*, *Staphylococcus*, *Campylobacter*, and spoilage organisms.
- Preventive measures and best practices.



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4. Quality Management

- Environmental microbiology monitoring: finished products, ATP swabbing, employee hand hygiene, and air quality.
- Review of Quality Policy: Mission, Vision, and Core Values.
- Alignment with current plant objectives.

5. Sustainability Initiatives

- SPCC (Spill Prevention, Control, and Countermeasures): procedures for oil handling.
- Preventive measures and inspection requirements to avoid spills.

6. Work Instructions (SSOPs)

- SSOP 8.1-03: Cleaning of flour and corn sifters.
- SSOP 8.1-04: Cleaning of flour and corn hoppers.
- SSOP 8.1-34: Pre-operational inspection – corn.
- SSOP 8.1-35: Pre-operational inspection – flour.
- SSOP 8.1-51: Cleaning of visible mold.

7. Job Descriptions (SANJD)

- SANJD 1.1-02: Supervisor role description.
 - SANJD 1.1-03: Lead "A" role description.
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Special Notes & Reminders

1. **PPE Compliance** – Several employees have been observed without proper personal protective equipment (PPE). Use of PPE is **mandatory at all times** for your safety.
2. **Water Meter Readings** – Continue logging water usage **before and after operations**.
3. **Ecolab Cleaning Products** – Usage guidance:
 - *Soil Off II*: general-purpose cleaning.
 - *SHC Extreme II*: for coolers and mixers only.
 - *Heavy Duty Acid LC-30*: for the interior of flour/corn mixers, augers, and hoods only.
 - *Mikroklene DF*: sterilization of product contact areas.
 - *XY-12*: drains and visible mold only.
4. **Plastic Removal** – Plastic has been found on machine legs during start-ups. Ensure all plastic is removed **before completing sanitation**.
5. **ATP Testing** – Packaging area ATP swabs are being repeated frequently. Be thorough in **sterilizing all product contact surfaces**.
6. **Recycling Policy** – Sanitation Department recycles: plastic, cardboard, and paper.
 - **Do not recycle**: used fibers, coveralls, or soiled paper.

Closing Statement

Your commitment to safety, food quality, and sustainability is critical to our success as a team. Please apply these reminders daily to maintain compliance with company standards and regulatory requirements.

