1. SCOPE
2. This procedure deals with the mechanism to properly collect waste generated during pre-processing and processing.
3. PURPOSE
4. To allow for proper handling of waste generated during pre-processing and processing in order to maintain a hygienic environment
5. DEFINITIONS

N/A

1. PROCEDURE
2. RESPONSIBILITY
3. RECEIVING – SANITATION WORKER/FUNCTIONAL
   1. Gathers solid waste generated from raw materials not meeting specifications and place in designated drums.
4. SORTING- SANITATION WORKER /FUCTIONAL RESPONSIBILITY
5. Waste gathered from pre-processing materials are placed in designated waste bins and then dumped in drums.
6. PROCESSING
7. CLEANING-
8. TASK AND PRODUCTION WORKER/SANITATION WORKER /FUNCTIONAL RESPONSIBILITY
9. Place waste generated in the designated buckets.
10. Removes waste bucket and place content in the drum/skip when it is filled or at the end of the shift.
11. No bins are to be used outside its designated area.

1. FILLING/SEALING
2. PRODUCTION WORKER/FUNCTIONAL RESPONSIBILITY
3. Place waste generated in the designated buckets.
4. Empty bin whenever it is filled, at the end of the day at the completion of a production run.
5. WAREHOUSING-
6. WAREHOUSE SUPERVISOR/FUNCTIONAL RESPONSIBILITY
7. Remove damaged pallets to the maintenance shop.
8. Remove waste generated from warehousing activities to the drums on the outside of the warehouse.
9. OUTSIDE SANITATION WORKER
10. Empty the skip daily during high season, when full or at the end of the week during low season
11. PRODUCTION MANAGER
12. Ensure that sanitation workers empty the skip daily during high season, when full or at the end of the week during low season
13. RECORDS

Daily Sanitation Record

[..\..\..\FORMS\PRP FORMSSS\Sanitation\Daily Sanitation Audit Form.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Sanitation\Daily%20Sanitation%20Audit%20Form.docx)

1. REFERENCES

Daily Sanitation

[..\SanitationProcedure\SanitationProcedure.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\PreRequisiteProcedures\SanitationProcedure\SanitationProcedure.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | 02/07/2015 |

The green highlighted areas above were put in place because of a nonconformity observed during the waste management verification. This was written August 27, 2018. Date of verification will be checked.