

# Summary for Performing SSOPs

9 CFR 416.11-416.17

AND

FSIS Directive 5000.1 Rev. 5 Page 26-33

## General Rules (416.11)

Each official establishment shall develop, implement, and maintain written standard operating procedures for sanitation(SSOP)

### Development of Sanitation SSOPs 416.12

(a) Does the establishment describe all procedures conducted daily, before and during operations, sufficient to prevent direct contamination or adulteration of product(s)?

(b) Is the SSOPs signed and dated by a member of the establishment's managerial staff or higher authority? This signifies that establishment will implement the SSOPs as specified. SSOPs will be signed and dated upon initial implementation and/or upon any modifications.

(c) Does the SSOP procedures conducted prior to the start of operations state, at minimum, the cleaning of food contact surfaces, equipment and utensils?

(d) Does each SSOP procedure(s) state the frequency and identify the establishment employee(s) responsible for implementation and maintenance of such procedure(s)?

### Corrective Actions 416.15

(a) Each establishment should take the appropriate corrective action(s) when SSOPs may have failed to prevent direct contamination or adulteration of product(s). Whether found by the establishment or FSIS personnel.

(b) Corrective Actions include:

(i) Ensure appropriate disposition of product(s) involved

(ii) Restore sanitary conditions

(iii) Preventative measure (s) to prevent the reoccurrence of direct contamination or adulteration. Included by not limited to a reevaluation and/or modification of SSOP procedures

### Recordkeeping requirements 416.16

(a) Does the establishment maintain daily records of the implementation of SSOPs? Does the establishment specify an employee(s) responsible for the implementation and monitoring of the SSOP procedures per initials and date?

(b) Records can be kept on computers provided the establishment implements appropriate controls to ensure the integrity of the electronic data.

(c) Records are to be kept for at least 6 months and made accessible to FSIS. Records should maintain at the establishment for 48 hours upon completion. After which, records may be maintained off-site, provide records can be made available to FSIS within 24 hours of request.

### Implementation of SSOPs 416.13

(a) Does the establishment conduct pre-operational procedures before the start of operations?

(b) Does the establishment conduct all other procedures in the SSOPs at the frequencies specified?

(c) Does the monitor the implementation of the procedures daily?

### Maintenance of SSOPs 416.14

Does the establishment routinely evaluate the effectiveness of their SSOP procedures? With respect to changes in the facilities, equipment, utensils, operations or personnel.

### Agency Verification 416.17

FSIS shall verify the adequacy and effectiveness of the SSOPs and the procedures. Such verification may include:

(a) Reviewing the SSOPs

(b) Reviewing the daily records documenting the implementation and any corrective actions taken or required to be taken.

(c) Direct observation of the implementation of the SSOPs and any corrective actions taken or required to be taken.

(d) Direct observation or testing to assess the sanitary conditions in the establishment.