

Food Safety Sample SOP

Assembling a Body Fluid Cleanup Kit

PURPOSE: To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

PROCEDURES:

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
 - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
 - Waterproof container sufficient in size to store personal protective and cleaning equipment
 - Personal protective equipment (PPE):
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
 - Disposable gown or apron, and shoe covers
 - Face mask with eye protection, or goggles
 - Cleaning supplies:
 - Sand, or liquid spill absorbent material
 - Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
 - Plastic garbage bags and twist-ties
 - Liquid soap
 - Disposable paper towels
 - Disposable mop head
 - Disinfecting supplies:
 - Bucket designated for chemical use
 - Spray bottle
 - Household bleach (5.25% concentration, unscented)⁺
 - Measuring spoon (tablespoon) and cup (1/2 cup)
 - Disposable paper towels
 - Disposable mop head
 - Plastic garbage bags and twist-ties

⁺ EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at www.epa.gov/oppad001/list_g_norovirus.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:*
- Place the following supplies into a waterproof container:
 - Twelve (12) pairs of disposable, non-latex gloves
 - One (1) disposable gown or apron



- One (1) pair of disposable shoe covers
- One (1) face mask with eye protection, or goggles
- One (1) package of disposable paper towels
- Two (2) disposable mop heads
- One (1) disposable flat-edge scoop, or equivalent
- Two (2) dry cups of sand, or liquid spill absorbent material
- Four (4) Plastic garbage bags and twist-ties
- Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP [Cleaning and Disinfecting Body Fluid Spills](#)
- Seal the waterproof container with a lid and label with the date.

* Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.

3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train foodservice employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

MONITORING:

The foodservice manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. Foodservice employees are trained to properly use:
 - PPE, and
 - The Body Fluid Cleanup Kit.

CORRECTIVE ACTION:

The foodservice manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain foodservice employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate foodservice employees in how to properly use PPE and the Body Fluid Cleanup Kit.



VERIFICATION AND RECORD KEEPING:

The foodservice manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a [Damaged or Discarded Product Log](#) when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for foodservice employees in proper use of PPE and the Body Fluid Cleanup Kit using an [Employee Food Safety Training Record](#).

APPROVED BY: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

REVISED BY: _____ **DATE:** _____

REFERENCES:

1. Public Health Service, Food and Drug Administration. [Supplement to the 2009 FDA Food Code](#). Annex 3; Chapter 2-501.11: Pages 53-56.
www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm272584.htm
2. Centers for Disease Control and Prevention. [Updated Norovirus Outbreak Management and Disease Prevention Guidelines](#). MMWR 2011; 60(No. 3): Pages 1-16.
www.cdc.gov/mmwr/preview/mmwrhtml/rr6003a1.htm
3. Occupational Safety and Health Administration. (2008). [OSHA Fact Sheet: Noroviruses](#).
www.osha.gov/Publications/norovirus-factsheet.pdf.
4. Conference for Food Protection. (2008) [Emergency Action Plan for Retail Food Establishments](#).
www.foodprotect.org/media/guide/EmergencyActionPlanforRetailFoodEstablishments2008.pdf.

