

STANDARD OPERATING PROCEDURE –
Environmental Testing using pre-hydrated 3M sponges

FILE NAME: **Location on your computer/company network**

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EFFECTIVE DATE: **Date of Approval**

APPROVED BY: _____
QA Manager or Plant Manager/Owner

The following individual is responsible for implementation of this SSOP and has overall authority on-site:

Name: _____ **Title:** _____

Date: _____

SECTION 1: INTRODUCTION

1.1 Purpose

The purpose of this S.O.P. is to establish rigid procedures to be followed while environmental testing for *Listeria monocytogenes* and *Salmonella*. Environmental testing is performed in order to have a written record of the presence of any detected pathogens, and to allow for proper corrective action to be taken for any sites found positive for *Listeria monocytogenes* or *Salmonella*.

1.2 Scope

This S.O.P. applies to **plant name** plant at **(insert company name here)**. **Blank** performs swabbing in the plant. If **blank** is not available **blank2** performs environmental swabbing.

1.3 Other Applicable References

- A. Good Manufacturing Practices
- B. Sanitation Standard Operating Procedures

SECTION 2: MATERIALS

2.1 Supplies

- A. 3M hydra-sponges
- B. Sampling Note Sheet
- C. Plant Map
- D. Shipping Cooler (with shipping label, ice packs, etc.)

SECTION 3: PROCEDURES

3.1 Pre-label the appropriate number of *Listeria* sampling bags and, if applicable, *Salmonella* sampling bags and prepare cooler. [Twice as many bags are needed for samplings for *Salmonella*. If sampling for both *Listeria* and *Salmonella* it is a good idea to differentiate the bags in some way (label color, “L” or “S”, etc.)].

3.2 Wear clean clothes, wash hands, wear clean boots/foot covers and hair nets.

3.3 Keep sampling sheets and site map close to record any changes in equipment location while swabbing.

3.4 When you are ready to swab hold sampling bags by the bottom and shake or flick swabbing sponge to the top of the bag, facilitating easy removal.

3.5 Remove gloves from pouch one at a time, touching only the top tab of the glove.

3.6 Holding bag with sponge at top remove seal and open bag. Remove sponge with gloved hand.

- 3.7** Swab the site corresponding to the sampling area indicated on the bag. [For sampling days for both *Listeria* and *Salmonella* side-by-side swabbing may be done, or swab one after the other.]
- 3.8** For flat areas, or drains without removable covers, a 2 ft by 2 ft area may be swabbed. There is no need to remove dirt or particulate from sponges, just return to bag and close the top and fold down twice, folding side flaps to seal. Dispose of gloves.
- 3.9** Place used/completed sampling bags in cooler. They should remain at 4°C or less until processed by the testing laboratory. Ship to testing laboratory the same day as swabbing is performed.

SECTION 4: RECORD KEEPING

4.1 While environmental swabs are being performed notes on any changes should be taken on the “Environmental Sampling Note Sheet”, with location changes to be indicated on the plant map as well. Note sheet and plant map should be sent with completed swabs to testing laboratory and/or kept as plant records.

SECTION 5: TROUBLE SHOOTING

This section briefly outlines issues that could be encountered and have been encountered and how to address them