Standard Operating Procedure	Cleaning Transport Vehicle	Issued on: [DATE]
		Issued by: [NAME]
	Version No: [NUMBER]	Revised on: [NEW DATE]
	Supersedes: [PRIOR NUMBER]	

Objective:	To ensure food quality and safety by controlling risk of pathogen contamination in delivery transport vehicles.
Personnel Scope:	Vehicle driver(s) and other staff who load or access product transport vehicle(s).
Frequency:	Weekly, or more frequently as needed.
Materials:	*Vehicle Cleaning Log, Vehicle Inspection Log*, pens. *SOP for Preparing a Chlorine Sanitizing Solution* or purchased sanitizing product with label. Potable water *, broom, scrub brush/sponge(s), soap/detergent, hose with nozzle, clean cloth(s)/paper towels, trash bags, spray bottle, bucket, personal protective equipment (PPE) such as gloves, rubber apron and eye protector. All cleaning equipment should be designated for this use only. Avoid cross-contamination with other areas of the facility. Cleaning chemicals are stored in properly labeled, spill-proof containers.
Procedures:	*Cargo interior* 1. Park vehicle in an area where run-off of wash water will not result in contamination of adjacent areas. 2. Remove all items from the cargo area of vehicle. 3. Sweep out any debris or dirt from vehicle with a broom. 4. Use a clean sponge, soap/detergent and potable water to wipe down the cargo area of the vehicle. 5. Use a hose with a spray nozzle to rinse the cargo area with clean water to remove all soap/detergent residue from previous step. Follow SOP on how to prepare a chlorine sanitizing solution, or if using a purchased sanitizer product, carefully follow written label instructions. 6. Wear gloves, eye protection, rubber apron, and any other protective equipment specified on the label while mixing and using sanitizing solution. 7. Use a spray bottle to apply sanitizing solution to all surfaces inside the cargo area. Give special attention to cracks, crevices and areas near openings. Wipe up any excess. All cleaning steps should follow a “top first, bottom last” approach. 8. Allow vehicle to air dry. *Cab interior:* 1. Remove all items from the cab of the vehicle. 2. Vacuum the interior, including under floor mats. 3. Using a clean cloth/scrub brush, wipe down any hard surfaces in the interior of the vehicle. Give special attention to cracks, crevices and areas near openings. 4. Using a spray bottle, apply sanitizing solution (described above) to all surfaces. Wipe up any excess. 5. All cleaning steps should follow a “top first, bottom last” approach. 6. Allow vehicle to air dry.

	Vehicle exterior: 1. As needed, wash the exterior of the vehicle using water and soap.
Monitoring:	1. Staff who carry out vehicle cleaning will initial and date the *Vehicle Cleaning Log*. 2. Vehicle Driver will conduct a visual inspection of vehicle interior prior to loading product into the vehicle and initial and date the *Vehicle Inspection Log*.
Corrective Action:	1. If vehicle cleanliness isn't in compliance with standards, Vehicle Driver will take corrective action and indicate action(s) on the *Vehicle Inspection Log*. Corrective action may include spot cleaning, thorough cleaning or using a different delivery vehicle. 2. Products affected by failure in cleanliness protocol standards will be inspected and discarded as necessary. 3. General Manager will determine if retraining is required in regards to vehicle cleanliness procedures. 4. Retraining will be documented on the *Employee Training Log* and initiated by impacted staff.
Verification:	1. On a weekly basis, General Manager will review and initial *Vehicle Cleaning Log* *Vehicle Inspection Log* 2. If corrective actions occur, General Manager will review the corrective action steps within 7 days and revise as needed.
Record-keeping:	Hard copies of logs will be stored in the office filing cabinet.

* Potable water is defined as meeting the standards for drinking purposes of the State or local authority having jurisdiction, or meeting the standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

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