Premises Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premises ID (PIN): Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Establishing and Operating the Cleaning and Disinfection (C&D) Station: Standard Operating Procedure (SOP)

## Example SOP – Modify to fit your operation

## Setting up C&D Station

1. Set up C&D station outside or adjacent to an LOS Access Point. Maintain C&D station free of dirt, manure and other contaminants.
2. Provide and properly maintain vegetative filter area around C&D station for wash water runoff. Manage runoff so that is does not enter animal housing, drive paths, flowing streams, ditches or other avenues that enter or leave dairy operation. Follow state or local regulations regarding management of runoff.
3. Make sure the following supplies are available and can last four days minimum, stored out of the elements, and refilled when low
* Rubber gloves (2 pair for each person, each washing)
* Waterproof outerwear covering street clothing, skin, head, neck (2 sets in sizes …)
* Safety glasses, goggles, or face shields (2 pairs)
* Protective footwear (in sizes …) that remain at the C&D station
* Plastic garbage bags for disposal of gloves
* NAME OF DISINFECTANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Water (60 gallons per vehicle)
* Pressure washer
* Fuel or power source for pressure washer
* Long handle brush (2)
* Timer for disinfectant contact times
* Vehicle log sheet with pens
1. Maintain a supply inventory log (see below) and written plan for restocking supplies, including names addresses and other contact information for suppliers and the means by which supplies will be delivered to the company or hauler/driver in a timely manner
2. Mix the (NAME OF DISINFECTANT) solution fresh daily. (Citric acid disinfectant 3% solution is 13 pounds of 99% food grade anhydrous powder to 50 gallons of water). Mix thoroughly
* Wear protective gear when mixing up solution. Read label
* Do NOT mix or use with bleach or chlorinated products

## Putting on (Donning) Protective Gear at C&D Station

1. Inspect all protective gear for damage or contamination; do not use unless intact, clean
2. Put on waterproof outerwear making sure it completely covers all street clothes and exposed skin, including neck and head
3. Put on gloves
* Cover wrist opening with protective outerwear or
* Seal with tape to prevent water, disinfectant running inside
1. Put on protective footwear
* Cover top of footwear with protective outerwear or
* Seal with tape to prevent water, disinfectant running down the pant leg inside the footwear
1. Put on the face shield over the hooded outerwear

## Inspecting and Cleaning Vehicles

1. Wash down the wash pad surface to remove mud/manure before vehicle enters
* Monitor wash effluent to ensure it enters a grassy area or catch basin and not does not cross the pavement
* If crosses, build a berm to hold it within the wash area
1. Guide vehicle to wash pad
2. Driver remains in vehicle
3. Record vehicle entry details on log sheet
* Origin of vehicle, driver name, contact number, vehicle identification, previous and next stop (name and location)
1. Walk around and visually inspect the exterior of vehicle for contamination, focusing on the tires, wheel wells, undercarriage, mud flaps, splash guards and steps
* Milk Tankers: Look for milk streaks on the side of the tanker (indicates leakage from dome lid)
1. Milk Tankers: Break the seal (if applicable), give it to the driver and inspect the storage compartment for milk leakage
* Notify driver of any milk leakage so it can be addressed after the next off-load
1. If exterior is visibly contaminated, soak the dirty areas with water and soap
* Have driver move vehicle forward slightly to ensure tire contact surface is cleaned
* Scrub heavily soiled areas
1. Pressure wash off the soap and visible contamination
2. Rinse with low pressure water working from the top of the contaminated area down

## Disinfecting Vehicles

1. Apply the (NAME OF DISINFECTANT) disinfectant to the cleaned areas of the vehicle, starting with the tires to maximize contact time before moving
* Have driver move vehicle forward slightly to ensure disinfectant contact with the entire tire surface
1. Allow the (NAME OF DISINFECTANT) to contact the surfaces for XX minutes (start time upon first application) to inactivate the virus
* Solution must remain ‘wet’ to actively work; reapplication may be necessary
1. Wash down drive path area where wash water/runoff traveled
2. Apply (NAME OF DISINFECTANT) solution to drive path where wash water/runoff traveled and allow XX minutes of wet contact time
3. Allow vehicle to enter premises

## Removing (Doffing) Protective Gear at C&D Station

1. Water rinse off protective gear from top to bottom to remove any potential contamination from outerwear, gloves, and footwear
2. Remove face shield and store in a protected location
3. Remove gloves
* If reusable, store in a protected location or
* Dispose of in garbage bag
1. Remove protective outerwear, protective footwear
* Store in a protected location near the C&D station to be worn upon next vehicle C&D
1. Put on protective footwear that can be worn around animals before leaving C&D station
2. Remove all disposable PPE and dispose of properly

## Vehicles Exiting Operation

1. Proceed to exit, wait for farm personnel to open gate, and leave operation
2. Farm personnel will close gate upon vehicle exit and record departure information on Farm Visitor Log

## C&D Station Supply Inventory Log

Minimum 4 day supply, maintain in good condition, inventory every 6 months (log available [www.securemilksupply.org/milk-producers/forms-sops/](http://www.securemilksupply.org/milk-producers/forms-sops/))