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 but adjacent to LOS. Maintain C&D station free of dirt, manure and other contaminants. Fence animals away from C&D station.
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 leave feedlot. Follow state or local regulations regarding management of effluent.
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 or goggles (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 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 transporter/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
1. Maintain a Vehicle C&D log. Log shall be available for review by Regulatory Officials and maintained for duration of the event.

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 the grassy area 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 Vehicle and Equipment Entry Log
* Date, License plate number & state, Driver name, Driver phone number, Vehicle description, Reason for entry, Whether the vehicle was C&D prior to or on site, Initial
* Example log: [www.securesheepwool.org/producers/forms-and-sops/](http://www.securesheepwool.org/producers/forms-and-sops/)
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
2. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) 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 entire tire surface
1. Allow the (NAME OF DISINFECTANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) to contact the surfaces for \_\_\_\_\_ 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/run off traveled
2. Apply (NAME OF DISINFECTANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) solution to drive path where wash water/run off traveled and allow \_\_\_\_\_ minutes of wet contact time
3. Allow vehicle to enter premises; ensuring gate is closed behind them

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 individuals working on the premises to open gate
2. If soiled, visible contamination will be removed prior to leaving operation

C&D Station Supply Inventory

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