

Choctaw County Board Of Education

Child Nutrition Program



Hazard Analysis Critical Control Points

And

School Food Safety Plan

Updated, Reviewed and Revised: August 2019

STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures are listed. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training.

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Introduction to Hazard Analysis and Critical Control Points (HACCP)

Section 111 of the Child Nutrition Reauthorization Act of 2004 addresses food safety in the school nutrition programs and required schools participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to implement a food safety program based on HACCP Principals.

The HACCP system is a prevention-based food safety program implemented in school foodservice operations across the United States to assist school nutrition professionals in ensuring children receive safe meals.

The Department of Agriculture, Food and Nutrition Services modified and finalized the requirements in 7 CFR Parts 210 and 220 to include the requirements for all school systems operating a federal breakfast or lunch program to implement a Food Safety Program. The final rule may be found in the Federal Register, Volume 75, Number 36.

The USDA recommended that the Process Approach be adopted and implemented at all required schools. The Process Approach to HACCP categorizes the flow of food preparation into three broad categories, or processes and is determined by the number of times food passes through the danger zone (between 41°F and 135°F). Process 1 is for foods that are received cold and prepared cold and never enter the danger zone. Process 2 starts out cold and is placed in an oven to cook. It passes through the danger zone one time. Once cooked it is kept hot and served hot. Process 3 refers to food that is cooked, cooled down and reheated. It passes through the danger zone two or more times. This includes precooked foods that are received as a precooked item. This food has already passed through the danger zone prior to receiving the item. It was cooked and cooled down by the packer before being shipped to you. These items are flash frozen and any indication that they have been thawed and refrozen before arrival should not be used.

The manager is responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records. The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.) Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist to formally monitor foodservice staff at least once per week. (The checklist form has been included in Appendix IV.)

Foodservice staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food. Foodservice staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

Example: Menu Sorted by Process (Form # 1)

Process 1: No Cook (Prepared and kept cold. Never enters danger zone)	Process 2: Cook and Serve same day (Passes through danger zone one time & kept hot)	Process 3: Complex Food Preparation (Passes through danger zone two or more times)
Milk	Green Beans in Cheese Sauce	Bean Burrito
Juice	Chili con Carne	Bean Soup
Tuna Salad Sandwich	Scrambled Eggs	Potato Salad
Waldorf Fruit Salad	Sloppy Joe on Roll	Fruit and Rice Dessert
Cole Slaw	Mexicali Corn	Rice Salad
Fresh Fruit	Scalloped Potatoes	Macaroni and Cheese (L/O)
Egg Salad Sandwich	Chicken Taco	
Broccoli Salad	Taco Salad	
Three Bean Salad	Refried Beans	
Chicken or Turkey Salad	Broccoli, Cheese and Rice Casserole	

Instruction for changing the items sorted by process.

1. Manager shall take each menu and split it into the three process approach based on preparation preferences.
2. Any changes you make in the cycle menu require you to change your records on all forms. This can be accomplished using the example above. You decide to not make Tuna Salad sandwich because you do not have enough Tuna but decide to have fish sandwiches instead. You would mark out the Tuna Salad under process one and add fish sandwiches to process two since the fish has to be cooked.
3. Once the items are sorted by process, you must then fill out the forms for either process one, two or three.
4. Any changes in the menu that you make require you to make all the necessary changes so that your process records match what is being served.

Example: Process 1- No Cook (Form #2)

Menu Item	Recipe Number	Notes	REMEMBER KEEP ALL ITEMS BELOW 41 DEGREES AT ALL TIMES
Milk			
Juice			
Tuna Salad Sandwich	F-11		
Waldorf Fruit Salad	E- 14		
Cole Slaw	E-09		
Fresh Fruit			
Fresh Vegetables			
Egg Salad Sandwich	F- 10		
Broccoli Salad	E- 11		
Three Bean Salad	E-04		
Chicken or Turkey Salad	E-07		

Example: Process 2-COOK and SAME DAY SERVE (form #3)

Menu Item	Recipe Number	Cooking Temperature	Notes	REMEMBER COOK ALL ITEMS TO THE TEMPERATURE INDICATED ON THE CHART
Green Beans in Cheese Sauce	I-11	140°F		
Chili con Carne	D-20	155°F		
Scrambled Eggs	D-34	155°F		
Sloppy Joe on Roll	F-05	155°F		
Mexicali Corn	I-12	140°F		
Scalloped Potatoes	I-16	140°F		
Chicken Taco	D-13c	165°F		
Taco Salad	E-10	155°F		
Refried Beans	I-15	140°F		

Example: Process 3-COOK, COOL, REHEAT, SERVE (Form # 4)

Menu Item	Recipe Number	Cooking Temperature	Cooling Temperature	Reheating Temperature	Notes	REMEMBER COOK ALL FOOD TO THE PROPER TEMPERATURES
Bean Soup	H-08	At or above 165°F For at least 15 seconds	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less	At or above 165°F for at least 15 seconds	Bean Soup	
Potato Salad	E-12	Cook potatoes	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less		Potato Salad	
Bean Burrito	D-12A	At or above 165°F For at least 15 seconds	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less	At or above 165°F for at least 15 seconds	Bean Burrito	
Fruit and Rice Dessert	B-09	Cook rice	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less		Fruit and Rice Dessert	
Rice Salad	E-02	Cook rice	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less		Rice Salad	
Macaroni and Cheese	D-26	165°F	Cool to 70°F in 2 hrs or less and then to 41°F in 4 hrs or less	At or above 165°F for at least 15 seconds	Reheat leftovers	

ENSURE ALL FOOD IS
COOLED TO THE
CORRECT
TEMPERATURES
WITHIN THE GIVEN
TIME FRAME

REHEAT ALL FOOD
TO GIVEN
TEMPERATURE KEEP
ABOVE
140 °F UNTIL SERVED

Instruction for completing Process Forms.

1. Each manager must take the cycle menu and split it into the four process approach based on each cafeteria's preparation preferences.
2. Any changes you make in the cycle menu requires you to change your records. This can be accomplished using the example above. You decide to not make Tuna Salad sandwich because you do not have enough Tuna but decide to have fish sandwiches instead. You would mark out the Tuna Salad under process one and add fish sandwiches to process two since the fish has to be cooked.
3. Once the items are sorted by process, you must then fill out the forms for either process one, two or three.

* Person responsible for foodservice management and operations in the school district.

Corrective Actions (Example)

Event	Corrective Action
Receiving temperature for refrigerated product is at 47° F	Reject product
Temperature of hamburger patties after standard cooking time is 150° F	Continue cooking to 165 °F for 15 seconds.
Food service staff handles raw poultry and then begins to cut up raw fruit	Instruct staff to wash hands immediately, discard fruit that has been cut up
Leftover chili placed in refrigerator is at 80° F after 1.5 hours	Immediately reheat chili to 165 °F for 15 seconds, divide and place in shallow pans in refrigerator, loosely covered. Cool to 70 °F within 2 hours or less, and to 41 °F or less in an additional 4 hours. If the times and temperatures are not met, discard.

Record Keeping Forms

Documentation Records	How Often?
<i>Food Production Records</i>	
End Point Cooking Temperature	Daily
Time and Temperature for Holding	Daily
Cooking and Reheating Temperature Log	
Cooling Log	
Service Temperature Log	
<i>Equipment/Food Temperature Records</i>	
Receiving Log	Each delivery
Damaged or Discarded Product Log	As needed
Storage Room Record	Daily
Cooler/Refrigerator Record	Daily
Freezer Record	Daily
Thermometer Calibration Record	Weekly (Minimum)
<i>Review Records</i>	
Food Safety Checklist	Weekly
Manager's Checklist	Twice Yearly
Training Logs	On-going
Corrective Action Records	As necessary

Staff Responsibility:

All foodservice staff will be held responsible for record keeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Record Keeping Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on clip boards in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the filing cabinet in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

Each school food service manager shall review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The attached checklist will be used for the review.

GLOSSARY

All of the definitions in this glossary, except those marked with an asterisk (*), have been taken from the Food and Drug Administration document *Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments (draft September 29, 2004)*.

APPROVED SOURCE: An acceptable supplier to the School Food Service based on HACCP principles.

CCP: Critical Control Point. A step in the food preparation process where control steps are applied. Step is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

CONTAMINATION: The unintended presence in food of potentially harmful substances, including micro-organisms, chemicals, and physical objects.

CONTROL MEASURE: Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

CORRECTIVE ACTION: An activity that is taken by a person whenever a critical limit is not met.

CRITICAL LIMIT: One or more parameters that must be met to ensure that a CCP effectively controls a hazard.

CROSS-CONTAMINATION: The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.

DANGER ZONE: The temperature range between 5 °C (41 °F) and 57 °C (135 °F) that favors the growth of pathogenic micro-organisms.

EXCLUDE: To prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.

FOOD: Raw, cooked, or processed edible substance, ice, beverage, chewing gum or ingredient used or intended for use or for sale in whole or in part for human consumption.

FOOD ESTABLISHMENT: An operation at the retail or food service level, i.e., that serves or offers food directly to the consumer and that, in some cases, includes a production, storage, or distributing operation that supplies the direct-to-consumer operation (satellite kitchens).

FOOD PREPARATION PROCESS: A series of operational steps conducted to produce a food ready to be consumed.

FOOD BORNE ILLNESS: A sickness resulting from the consumption of foods or beverages contaminated with disease-causing micro-organisms, chemicals, or other harmful substances.

FOODBORNE OUTBREAK: The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

HACCP: Hazard Analysis and Critical Control Point.

HACCP PLAN: A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

HAZARD: A biological, physical, or chemical property that may cause a food to be unsafe for human consumption.

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP): A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

INTERNAL TEMPERATURES: The temperature of the internal portion of a food product.

MEAT: The flesh animals used as food including dressed flesh of cattle, swine, sheep, or goats and other edible animals, except fish, poultry and wild game animals.

MICRO-ORGANISM: A form of life that can be seen only under the microscope; including bacteria, viruses, yeast, and single-celled animals.

MONITORING: The act of observing and making measurements to help determine if critical limits are being met and maintained.

* **NSLP:** National School Lunch Program.

OPERATIONAL STEP: An activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc.

PATHOGEN: A micro-organism (bacteria, parasites, viruses, or fungi) that causes diseases in humans.

PERSONAL HYGIENE: Individual cleanliness and habits.

POTENTIALLY HAZARDOUS FOOD: A food that is natural or synthetic and that requires temperature control because it is capable of supporting the rapid and progressive growth of infectious or toxigenic micro-organisms or the growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*; and includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic micro-organisms as described above.

PROCESS APPROACH: A method of categorizing food operations into one of three categories:

- Process 1: Food preparation with no cook step, wherein food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is cooked, held and served above 135 °F
- Process 3a: Foods that have been precooked and frozen before receiving. These foods must be reheated to an internal temperature of 165 °F and be at that temperature for at least 15 seconds.
- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

RECORD: A documentation of monitoring observations and verification activities.

REGULATORY AUTHORITY: A Federal, State, local or tribal enforcement body or authorized representative having jurisdiction over the food establishment.

RESTRICT: To limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, and unwrapped single-service or single-use articles.

RISK: An estimate of the likely occurrence of a hazard.

RISK FACTOR: One of the factors identified by the Centers for Disease Control and Prevention (CDC) as contributors to the food borne outbreaks that have been investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

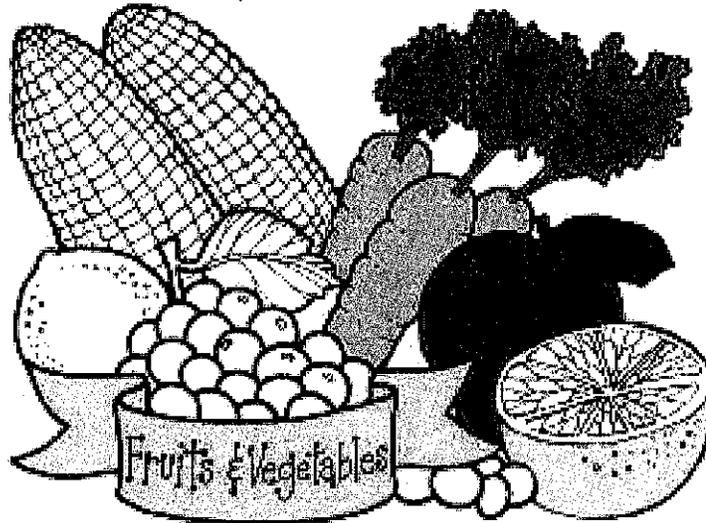
* **SFA:** School Food Authority

SEVERITY: The seriousness of the effect(s) of a hazard. SOP: Standard Operating Procedure.

STANDARD OPERATING PROCEDURE (SOP) –A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

TEMPERATURE MEASURING DEVICE –A thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

SECTION ONE



IMPLEMENTATION AND ORIENTATION OF HACCP

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Description of Program Overview and Facility

This program was developed in accordance with federal guidelines. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the sections of the 2013 Food Code adopted by the State of Alabama.

Average Daily Participation					
		Number			Number
Breakfasts			Lunches		
School Food Service Staff					
		Number			Number
Management			Staff		
					Part-time (3 hr)
Cooking & Holding Equipment	Quantity	Serving & Cleaning Equipment	Quantity	Cooling and Freezing Eqpt.	
Convection Ovens		Dish Machine		Reach-in Freezer	
Combi-Ovens		Hot Food Serving Tables		Reach-in Refrigerator	
Food Mixer, 20 Quart		Cold Food Serving Tables		Walk-in Cooler	
Food Mixer, 40 Quart		Milk Coolers		Walk-in Freezer	
Pass Through Refrigerator		Vegetable Sink			
Pass Through Warmer		Meat Sink			
Tilt-Skillet		3-compartment Sink			
Meat Slicer					
Hot Food Holding Cabinet					
Steamers					
Steam Jacketed Kettles					

List any other equipment in the empty spaces:

Temperature Control Logs:

Cooler and freezer temperatures are to be recorded daily.

Food Safety and HACCP Training Program

Purpose:

To train all school foodservice individuals in food safety and Hazard Analysis Critical Control Points (HACCP) programs. Training will be ongoing to ensure that all employees are aware of food safety and are following the department's HACCP program.

Scope:

This procedure applies to the certification of foodservice employees and training for substitutes who handle, prepare, or serve food.

Instructions:

1. Include basic food safety training as part of new employee and substitute employee orientation based on the Serv-Safe concept.
2. Require all managers to complete a Serv-Safe certification course and maintain certification.
3. Require all employees to complete a Serv-Safe certification course by the third year of employment.
4. Use outside resources, such as Extension specialists, vendors, or qualified trainers to provide food safety and HACCP training.

Monitoring:

Observe staff to ensure that they demonstrate food safety knowledge each day in the workplace.

Corrective Action:

Employees who fail to demonstrate a working knowledge of food safety principles will be retrained.

Verification and Record Keeping:

Document the content of all training sessions and attendance. File documentation in HACCP records.

Record Keeping and Documentation

Purpose:

To maintain accurate records of how food is handled during its flow through the foodservice department.

Scope:

This procedure applies to foodservice employees who handle, prepare, or serve food.

Instructions:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a record of employee training records.
3. The CNP manager will maintain the following records of daily operations:
 - Standardized recipes (not required by HACCP)
 - Procedures for potentially hazardous foods
 - Monitoring procedures
 - Corrective Actions
 - Verification Procedures
 - Calibration Logs
 - Temperature Logs
 - Computerized temperature monitoring systems records.
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.

Monitoring:

The foodservice manager will check each day to see that all records are completed and filed in designated area.

Corrective Action:

Any foodservice employee that is not completing their assigned duty will be retrained at the time of the incident.

Verification and Record Keeping:

The foodservice manager will verify that all records are completed each day by visually checking the records and initialing each chart

Employee Orientation

Purpose:

To acquaint all foodservice employees with the standards of the HACCP plan.

Scope:

This procedure applies to foodservice employees who handle, prepare, or serve food.

Instructions:

1. New and substitute employees shall be sufficiently trained in HACCP and food safety procedures prior to preparation of any food items. Managers are to document all training and have employee to sign training records.
2. In-service training will be provided at the beginning of each year for all employees,
3. Manager will review each point in the Food Safety Checklist with employees. Each procedure will be discussed thoroughly with implications for food safety reviewed and discussed.
4. A copy of the Food Safety Checklist will be posted to the bulletin board for all employees to view. The original will be kept on file for inspection.

Monitoring:

1. Employees will be asked questions during the session to see that they understand and are paying attention to the items being discussed.

Corrective Action:

Employees who do not demonstrate sufficient knowledge about food safety will be retrained.

3. Manager will review each point in the Food Safety Checklist with employees. Each procedure will be discussed thoroughly with implications for food safety reviewed and discussed.
4. A copy of the Food Safety Checklist will be posted to the bulletin board for all employees to view. The original will be kept on file for inspection.

Monitoring:

1. Employees will be asked questions during the session to see that they understand and are paying attention to the items being discussed.

Corrective Action:

Employees who do not demonstrate sufficient knowledge about food safety will be retrained.

Start-up Procedures

Purpose:

To ensure all equipment and electronics are in operating condition following a shut-down.

Scope:

This procedure applies to all cafeteria employees.

Instructions:

1. Managers shall assign a work schedule that includes a test of all equipment and electronics that are to be used. This shall be done when employees first report to work each morning.
2. Electronic equipment, including point of sales and temperature monitoring systems shall be checked to ensure communication connections with the main computer are operational.
3. Turn on cooking and holding equipment to ensure that all is working properly. Work orders are to be submitted on any equipment that is not working properly.
4. Check all coolers and freezers to ensure they are working properly. Check the fans in coolers and freezers to ensure they are working. If equipment is not working check to make sure units are not in defrost and if needed submit a work request.
5. Send all equipment and building maintenance request to the maintenance department. Call the central office on problems associated with electronic communication devices.
6. Functional Point of Sales systems are extremely important because they are the link we have with accounting for meals served and filing for reimbursement. Without these the CNP program could lose money from meals served but not reimbursed.

Monitoring:

Managers and/or Assistant Managers shall ensure that proper procedures are being followed.

Corrective Action:

Employees failing to follow these procedures shall be retrained and training documented.

SECTION TWO



FACILITIES AND EQUIPMENT

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Cleanliness and Sanitation of the Cafeteria

Purpose: To maintain the cleanliness and sanitation of the cafeteria

Scope: This procedure applies to all foodservice employees

Key words: Non-food contact surfaces, Clean, Sanitize

Instructions:

1. Train food service employees on the proper cleaning and sanitation procedures.
2. Train employees on the safe use of cleaning supplies and chemicals.
3. Train employees to follow hand washing procedures outlined in Serv-Safe guidelines.
4. Prepare milk cooler for student use before their arrival. Milk should be served at or below 38F. Close milk coolers during breaks in service to maintain temperature.
5. When assisting with meal service, handle utensils by non-food contact surfaces only.
6. Immediately wipe up spills as they occur. Use only designated cloths.
7. After service clean and sanitize tables, counters, and all other serving areas. Inspect milk coolers, checking for any spillage and inventory milk.
8. Sweep and clean floors after meals.
9. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

Monitoring:

1. The CNP Manager or Assistant Manager shall:
 - Monitor employees to ensure food is safely served and cafeteria is cleaned.
 - Provide supplies and materials needed to maintain food safety and sanitation.
 - Establish complete cafeteria cleaning as part of the routine cleaning schedule
 - Follow up and retrain employees as necessary.

Corrective Action:

Areas of service that have not been cleaned and sanitized properly will be identified and properly cleaned and sanitized. Employees who do not demonstrate a working knowledge of the proper cleaning and sanitizing procedures will be retrained.

Verification and Record Keeping:

1. Keep records of cleaning schedules and cleaning rotation. Keep all records on file.
2. Keep records of all training on proper cleaning and sanitizing procedures.

Equipment Cleaning and Sanitizing

Purpose:

To wash, rinse, and sanitize equipment after each use to ensure the safety of food served to children.

Scope:

This procedure applies to all foodservice employees.

Instructions:

Equipment that handles potentially hazardous foods is cleaned at least every four hours, if the equipment is in continual use for more than four hours. Steps include:

1. Disassemble removable parts from equipment.

2. Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
 - a. Quaternary ammonia – 220 ppm and immerse for 30 seconds
 - b. Iodine – 12.5-25 ppm and immerse for 30 seconds
 - c. Chlorine – 50 ppm and immerse for 7 seconds
3. If hot water sanitizing is used, the water temperature must be at least 180 °F and parts must be submerged for at least 30 seconds.
4. Wash, rinse, and sanitize all food contact surfaces of the equipment that are stationary. Allow all parts of the equipment to air dry.
5. Re-assemble the equipment

Monitoring:

The manager will conduct a visual inspection of all equipment to be certain that it is being cleaned properly.

Corrective Action:

The worker will wash, rinse, and sanitize the equipment until it passes inspection.

Verification and Record Keeping:

If corrective action is taken, it will be noted on the corrective action form.

Facility and Equipment Maintenance

Purpose: Maintain equipment and facilities to ensure the safety of food.

Scope: This procedure pertains to all foodservice employees.

Key words: Ventilation System, Calibration of thermometers

Instructions:

Managers in the school foodservice operations must:

1. Monitor toilet facilities to ensure they function properly and are clean. Ensure adequate supplies of liquid soap and disposable towels are available at all times.
2. Ensure hot and cold running water is available at all sinks.
3. Verify that temperatures of all heating equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
4. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
5. Establish a schedule for the calibration of thermometers. Maintain a calibration log to ensure all thermometers in the kitchen are calibrated.
6. Notify CNP director of maintenance request. For emergencies, call to report problem for immediate response. ***Emergencies are classified as equipment failure that puts the safety of food or security at risk.***

Pest Control

Purpose: Use a licensed pest control operator (PCO) to ensure that pests are controlled in the foodservice operation.

Scope: This procedure pertains to all foodservice employees

Key Words: Licensed Pest Control Officer, Integrated Pest Management Program

Instructions:

1. Employees will use an integrated pest management program (IPM) using the following steps:
 - a) Deny access to pests by (1) use reputable suppliers for all deliveries, properly checking all deliveries before they enter the foodservice department and refusing shipments that have signs of pest infestation, (2) keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule, (3) report any signs of pests to the school foodservice manager, (4) report any openings, cracks, broken seals or other opportunities for pest infestation to the school foodservice manager.
 - b) Deny pests food, water, and a hiding or nesting place by (1) dispose of garbage quickly and correctly, (2) keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor), (3) clean up spills around garbage containers immediately. Wash, rinse, and sanitize containers regularly, (4) store all recyclable containers in clean, pest-proof containers away from the building, (5) store all food and supplies as quickly as possible, (6) keep all food and supplies at least six inches off the floor and six inches away from walls. (8) Refrigerate foods such as powdered milk, cocoa, and nuts after opening. These foods attract insects, but most insects become inactive at temperatures below 41°F.
2. Use FIFO (First In, First Out) inventory rotation.
3. Wet towels and mop heads shall be removed and placed in proper storage at the end of each work day.
4. Clean and sanitize the facility thoroughly and regularly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can take shelter.
5. The PCO shall decide if and when pesticides are to be used. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO should store and dispose of all pesticides used in the facility.
 - If any pesticides are stored, follow these guidelines: (1) Keep pesticides in their original containers, (2) Store pesticides in locked cabinets away from food-storage and food-preparation areas, (3) Store aerosol or pressurized spray cans in a cool place, (4) Check local regulations before disposing of pesticides. Many are considered hazardous waste, (5) Dispose of empty containers according to manufacturers' directions and local regulations, (6) keep a copy of the corresponding material safety data sheets (MSDS) on the premises.

Monitoring:

The foodservice manager or designated employee shall supervise daily cleaning routine, check completion of all cleaning tasks daily against the master cleaning schedule, review and change the master cleaning schedule every time there is a change in menu, procedures, or equipment, conduct routine inspections of the facility and review infestation and control issues with PCO, take necessary steps to control and/or eliminate pests.

Corrective Actions:

Follow up with staff's observations and PCO as necessary.

Verification and Recordkeeping:

File PCO / IPM records with HACCP records.

Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent food borne illness by chemical contamination

Scope: Procedure applies to foodservice employees who use chemicals in the kitchen.

Key words: Material Safety Data Sheets, Chemical Test Kit

Instructions:

1. Train employees on the use and proper storage of chemicals.
2. Train employees on using of chemical test kits as specified in this procedure.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Label and date all poisonous or toxic chemicals with the common name of the substance.
5. Store all chemicals in a designated secured area away from food and food contact surfaces.
6. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
7. Follow manufacturer's directions and MSDS sheets for specific mixing, storing, and first aid instructions on chemicals and cleaning supplies.
8. Do not use chemical containers for any kind of storage container.
9. Use only hand sanitizers that comply with the *2013 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
10. Store first aid supplies in container that is located away from food or food contact surfaces.
11. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in areas or where access is readily available.
12. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
13. Follow State and local public health requirements.

Monitoring:

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping:

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log.

Manual Ware washing

Purpose: To reduce or eliminate the risk of food borne illness by washing, rinsing and sanitizing all equipment and utensils after each use.

Scope: This procedure pertains to all foodservice employees.

Key Words: Ware washing sinks, water temperature, immerse

Instructions:

Employees who use ware washing sinks will be responsible for knowing how to use them properly and document concentrations and /or temperatures. Steps include:

1. Rinse, scrape, or soak all items before washing.

2. Wash items in the first sink in the detergent solution. Water temperature should be at least 110 °F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.
3. Immerse or spray-rinse items in second sink. Water temperature should be at least 110 °F. Remove all traces of food and detergent. If using immersion method, place water when it becomes cloudy, dirty, or suds appear.
4. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 180 °F. Items must be immersed for 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit.)
5. Water must be correct temperature for the sanitizer used. Air-dry all items on a drain board. Do not use towels to dry items.

Chemical concentration levels when using a chemical sanitizing solution.

Chemical Solution	Concentration Level	Minimum Temperature	Minimum Immersion Time
Chlorine solution	25 mg/1 minimum	120 °F	10 seconds
	50 mg/1 minimum	100 °F	10 seconds
	100 mg/1 minimum	55 °F	10 seconds
Iodine solution	12.5-25 mg/1	75 °F	30 seconds
Quaternary Ammonium solution	200 ppm maximum	75 °F	30 seconds

Monitoring: Managers shall employees using ware washing sinks are using the correct procedure.

Corrective Action: Manager will document and retrain any employee not following procedures.

Verification and Record Keeping:

Will be checked on the Food Safety Checklist and any problems will be noted and filed.

Ice Machine Usage

Purpose: To maintain sanitary procedures when handling or dispensing ice.

Scope: This procedure pertains to anyone obtaining ice from the ice machines.

Key Words: Food contact surface, scoop, bare hand contact

Instructions:

1. Employees must observe the following procedures to ensure the safety of ice used in foodservice:
 - Wash hands before handling scoop or portioning ice.
 - Use a scoop to transfer ice to a clean and sanitized container. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily.
 - Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
 - Store and transport ice in designated containers only. Do not use containers that formerly held chemicals or raw foods.
 - Discard ice used for display (salad bars) or ice baths. Do not use for consumption.

- Clean and sanitize parts of ice machine considered "food contact surface according to manufacturer's guidelines and the department-cleaning schedule.

Monitoring: Observe employees to ensure that proper ice handling techniques are being followed.

Corrective Action: Employees will be retrained on proper handling and cleaning of ice machine.

Verification and Record Keeping:

Employees will assist the manager in ensuring that only authorized personnel are retrieving ice from the ice machine. Ice machine and ice bin will be cleaned according to manufacturer's recommendations and maintain date of cleaning on Cleaning Log.

Laundry and Linen Use

Purpose: To ensure that clean and sanitized cloths, towels, aprons, and mop heads are used at appropriate intervals during the work period. Linens used in the foodservice department for purposes of cleaning and sanitizing are not used in other areas of the school.

Scope: This procedure pertains to all foodservice employees.

Key Word: Cross-contamination, soiled, stained

Instructions:

Linens should be kept separate by functional use to minimize risk of cross contamination.

All employees in foodservice must:

1. Use wiping cloths for purposes of cleaning and sanitizing, as needed.
2. Change wiping cloths and aprons before lunch service to minimize the risk of cross contamination.
3. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
4. Badly stained and tattered wiping cloths and aprons should not be used.
5. After use, thoroughly rinse mop heads and sanitize in a bleach solution of two tablespoons of bleach to one gallon of water, squeeze out excess water and hang up to dry in a separate designated area outside kitchen. This will minimize mold growth and infestation by pests.
6. Clean and soiled linens are to be kept separate. Employees shall wash hands prior to handling clean linens.
7. Best practice is to avoid linen contact with food.

Monitoring: The foodservice manager shall store clean and soiled linens separately

Corrective Action: workers using cloths to dry will be retrained and dishes rewashed and dried using correct procedures.

Verification and Record Keeping: Any problems will be noted and filed.

SECTION THREE



PERSONNEL

Employee Health and Personal Hygiene

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Employee Health and Personal Hygiene

Purpose: To prevent contamination of food by foodservice employees

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food.

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on Serv-Safe policies and on practicing good personal hygiene.
2. If an employee has been sick and has experienced diarrhea, vomiting, coughing and/or fever, the employee shall not return to work until they have been symptom free for twenty-four (24) hours. All employees shall report to work in good health, clean, and dressed in clean attire. Only shoes rated for kitchen work that have enclosed leather tops and oil and slip resistant soles are allowed.
3. Wear a clean, wrinkle free apron and change apron when it becomes soiled.
4. Wash hands following the procedures outlined in SOP on hand washing.
5. Keep fingernails trimmed, filed, and maintained so that the edges do not extend beyond the tip of the finger.
6. Avoid wearing artificial fingernails, fingernail polish or jewelry except for a wedding band. No earrings or other rings. No wedding rings with large settings that can hang on equipment.
7. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
8. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single- use glove.
9. Eat and drink in designated break areas away from food or food contact surfaces.
10. Use of tobacco products is prohibited on any School Board property.
11. When sampling food, taste food using disposable utensils and containers. Obtain a small sample of food and step away from exposed food and food contact surfaces. Wash hands immediately after tasting food.
12. Wear suitable and effective physical hair restraints while in the kitchen during food preparation times. If hair is no longer than 2" on top and less than 1/2 "on the sides, a ball cap may be worn. Longer hair requires a hair net. Maintenance personnel, school staff, or other persons entering the kitchen area when food is being prepared or handled must also wear hair restraints. Beards must be covered.
13. Follow State and local public health requirements.

Monitoring:

The manager or assistant manager shall inspect employees when they report to work to be sure that each employee is following this SOP. The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

Corrective Action:

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded. The incident will be documented by the manager. On the second offense the incidence will be reported to the school administrator in writing with a copy to the CNP Director.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log.

Washing Hands

Purpose: To assist in the prevention of food borne illness caused by contaminated hands

Scope: This procedure applies to anyone who handles, prepares, and serves food.

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Managers shall ensure that any individual who prepares or serves food is trained on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
3. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
4. Keep hand-washing sinks accessible anytime employees are present.
5. Wash hands often and for a period of no less than 20 seconds using anti-bacterial soap (1) Before starting work, (2) During food preparation, (3) When moving from one food preparation area to another, (4) Before putting on or changing gloves, (5) After using the toilet, after sneezing, coughing, or using a handkerchief or tissue. (6) After touching hair, face, or body, (7) After eating or drinking, (8) After handling raw meats, poultry, fish or produce, (9) After any clean up activity such as sweeping, mopping, or wiping counters, (10) After touching dirty dishes, equipment, or utensils, (11) After handling trash, (12) After handling money, (13) After using the bathroom, (14) any time the hands may become contaminated. Hands should be scrubbed using soap for a period of 15-20 seconds.
6. Follow proper hand-washing procedures shall apply: (1) Hands shall be washed at the hand-washing sinks in the food preparation area near the bathroom, (2) Wet hands and forearms with warm, running water (at least 100 °F) and apply an anti-bacterial soap, (3) Scrub lathered hands and forearms, under fingernails and between fingers for at least 15 - 20 seconds, (4) Rinse thoroughly under warm running water for 5 -10 seconds, (5) Dry hands and forearms thoroughly with single- use paper towels, (6) Dry hands for at least 30 seconds if using a warm air hand dryer, (7) Turn off water using paper towels, (8) Use paper towel to open door when exiting the restroom.
7. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows: (1) Use hand sanitizers only after hands have been properly washed and dried, (2) Use only hand sanitizers that comply with the 2013 FDA Food Code, (3) Confirm with the manufacturers that the hand sanitizers used meet these requirements., (4) Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

The manager shall assign a designated employee will visually observe the hand-washing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that hand-washing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure shall be asked to wash their hands immediately. Employee shall be retrained to ensure proper hand-washing procedures are being followed.

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

Glove and Utensil Use

Purpose: To assist in the prevention of food borne illness by foodservice employees when handling ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

Scope: Any person that handle or serve food on school premises.

Key Words: Gloves, Utensils, Ready to eat food

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. All employees must wash hands thoroughly prior to putting on gloves and when gloves are changed.
4. Wash hands and change gloves:
 - Before beginning food preparation.
 - Before beginning a new task.
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized.
 - After contacting chemicals.
 - After touching any part of your body, such as face or hair.
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
 - Handling money.
 - Anytime a glove is torn, damaged, or soiled.
 - Anytime contamination of a glove might have occurred.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
6. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

Monitoring:

The foodservice manager shall observe all employees daily to ensure that they are following procedures.

Corrective Action:

1. Employees observed not using gloves as instructed shall be retrained to ensure proper glove use is observed.
2. Follow up as necessary.

Verification and Record Keeping:

Corrective Action will be noted in the correct place and placed in the Corrective Action file for review.

Employees Eating and Drinking in the Workplace

Purpose: To prevent food contamination. Microorganisms can move around quite easily in food preparation or serving areas. They can be transferred by human contact with meal preparation areas or cooking areas.

Scope: All foodservice employees shall eat and drink in designated areas outside of the kitchen. All personnel occupying areas where food is being prepared or served.

Key words: Designated area, production area, never,

Instructions:

1. Eat and drink in designated areas only, never in the work area.
2. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas.
3. Standard Operating Procedure for tasting food shall be strictly enforced and shall be for quality assurance of food.

4. No chewing gum is allowed by employees in the cafeteria production areas.
5. After eating or drinking, employees are to dispose of food and/or beverage containers in designated areas and follow the hand washing SOP prior to returning to the food preparation areas.
6. Smoking is not allowed on any school property.

Monitoring:

1. The cafeteria manager will observe employees to make sure that they are eating, drinking, and smoking only in designated areas.
2. Follow up as necessary.

Corrective Action:

Employees that are observed eating or drinking in the workplace will be required to review this standard operating procedure.

Verification and Record Keeping:

Corrective action will be documented and placed in the Corrective Action File.

Contact with Blood and Bodily Fluids

Purpose:

To see that blood and other bodily fluids will be handled so as to minimize the possibility of cross contamination.

Scope:

All employees in school foodservice.

Key Words:

Body Fluids, Blood-Borne Pathogens Kit

Instructions:

1. Contain the source of the blood.
2. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
3. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
4. Clean and sanitize any affected food contact surfaces with a chlorine solution.
5. Follow procedures outlined by the school administration.
6. If needed, seek assistance from someone trained to handle blood or bodily fluids, such as a school nurse or principal, as needed.

Monitoring:

Review practices with all employees as part of new employee orientation.

Corrective Action:

Follow up as necessary

Verification and Record Keeping:

Document and file

Visitors in Foodservice

Purpose:

To verify that visitors (including students, non-production staff, vendors, and volunteers) in the foodservice department will be kept to a minimum.

Scope:

All visitors to the foodservice area

Key words:

Limit Access, Board Policy, Washing hands, Hair restraints

Instructions:

1. When visitors are present, they must adhere to food safety practices as identified in the HACCP plan.
2. Limit the access of visitors in the food production areas to those essential to conduct business, such as delivery personnel, health inspectors, etc..
3. Except for delivery personnel and Board employees, the Board Policy requiring all visitors check in and out through the school office before **granting access to the kitchen or dining area** will be enforced.
4. Provide hair nets for all visitors to food production areas unless hair is properly covered by a cap, etc.
5. Ask all visitors to wash their hands following foodservice operation's procedures before entering the production area.
6. Students or children are not to be in any CNP spaces, other than dining room unless they have been cleared and trained to work as a co-op student.
7. Visitors should never enter the production area where food is being prepared or cooked.

Monitoring:

The foodservice manager will post signs to inform all visitors of the following procedures:

1. Limited access to foodservice production areas
2. Location of and proper use of hair restraints.
3. Procedures for signing in and out through the school office.
4. Location of and proper use of hand washing stations.
5. Manager or Assistant manager must monitor visitors in CNP spaces at all times to ensure that procedures are followed.
6. Limit unauthorized entry by maintaining the security perimeters, such as keeping exterior doors locked.

Corrective Action:

Retrain any worker on the procedure to be followed when visitors are in the kitchen area.

Verification and Record Keeping:

Foodservice manager will verify that employees who supervise visitors are following all rules.

Tasting Method

Purpose:

All foodservice employees will use the correct and sanitary tasting method to prevent contamination and ensure food safety.

Scope:

All employees in school foodservice.

Key words: two spoon method, original food container.

Instructions:

Authorized Tasting Method

- Remove a sample of a product from the container with a spoon or other utensil into a cup or small portion container.
- Move away from the product being sampled and away from other food production. Use a disposable spoon to sample food.
- Sample the product by tasting.
- After sampling, discard any remaining food, sampling container and spoon.
- Never use the same disposable products to resample food. Note: Always transfer food to a secondary container to ensure sanitary practices are being followed and the product is not contaminated.

Monitoring:

1. The foodservice manager will observe the food tasting practices of employees.
2. Follow up as necessary.

Corrective Action:

Dispose of any food that was tested using an inappropriate tasting method. Retrain employee in proper tasting techniques.

Verification and Record Keeping:

Cafeteria Manager will verify that all employees use this tasting method when sampling food. Document and file any retraining necessary.

Document and file any retraining necessary.

SECTION FOUR



PURCHASING TO STORAGE

Purchasing

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Storage

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Purchasing

Purpose: To ensure that food is purchased only from approved vendors.

Scope: Employees in charge of food purchases

Key words: Purchasing, Potentially hazardous foods, pasteurized, state inspection

Instructions:

1. Purchase packaged or processed foods only from suppliers who receive their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.
2. Fresh produce may be purchased reputable purveyors following state and federal regulations. All fresh fruits and vegetables are to be considered potentially hazardous and follow proper storage procedures.
3. Fresh shell eggs may be purchased from local vendors, but because these foods are considered potentially hazardous, the products must be inspected for safety.
4. All meats must be processed in a USDA inspected processing plant. Avoid using fresh meats.
5. Only pasteurized dairy products should be purchased for service to children.

Monitoring:

1. When possible, visit approved vendors to ensure that they maintain clean warehouses.
2. Observe delivery vehicles to ensure cleanliness and temperature control.
3. Use written specifications to ensure that the vendor knows what is to be ordered and delivered each time.

Corrective Action:

Do not purchase from vendors who do not follow sanitary guidelines in their facilities.

Verification and Record Keeping:

1. Documentation of any irregularities in grocery deliveries are to be filed.

Purchasing, continued

2. Coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be checked, including product temperatures.
3. Review orders and delivery information to ensure orders and product specifications are being met

Receiving Deliveries

Purpose: To ensure food is received fresh and safe when it enters the foodservice operation.

Scope: This procedure applies to foodservice employees who handles, prepares, or receives food.

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries following proper receiving procedures.
2. Ensure employees know proper check in procedures and delivery schedules. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
5. Keep receiving area clean and well lighted.
6. Do not touch ready-to-eat foods with bare hands.
7. Mark all foods with the date of arrival or the "use-by" date and mark accordingly upon receipt.
8. Compare delivery invoice against products ordered and products delivered.
9. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks and mark on invoice.
3. Check expiration dates of all products. Check the integrity of food packaging.
4. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
 - a. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
 - b. For fresh meat, fish, and poultry products, insert a clean thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 40 °F or below.
 - c. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - d. For eggs, the interior temperature of the truck should be 41 °F or below.

Corrective Action:

1. Reject frozen foods with signs of previous thawing, cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust, punctured packages, expired foods and foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record temperature and corrective action on the delivery invoice or on the Receiving Log. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of one year.

Storage

Policy:

To store all food, chemicals, and supplies in a manner that ensures quality and maximizes safety of the food served to children.

Scope:

Employees who will be receiving and storing food.

Key words:

Bacterial growth, circulation, FIFO rotation

Instructions:

Maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
 - 41°F or lower – refrigerator temperatures
 - 0°F or below – freezer temperatures
 - 50° to 70° F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
 - a. Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 - b. Prepared or ready-to-eat foods (top shelf)
 - c. Fish and seafood items
 - d. Whole cuts of raw beef
 - e. Whole cuts of raw pork
 - f. Ground or processed meats
 - g. Raw poultry
 - Frozen foods
 - Dry foods
3. Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Place chemicals and supplies in appropriate storage areas, away from food.
6. Use First In - First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Mark all goods by receiving date and/or use-by date, as appropriate.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.
9. Store potentially hazardous foods no more than 7 days at 41°F from date of preparation.
10. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in original, labeled containers.

Storeroom sanitation

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects the manager shall contact the Licensed Pest Control person immediately and document time and date call was made.

Temperature Control

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
 - Refrigerator temperatures should be between 36 and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50 and 75°F.
2. Record temperatures on the appropriate temperature log with employee initial.
3. Notify unit supervisor immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.
8. Include cleaning and sanitizing of all storage areas in master cleaning schedule.

Monitoring:

1. A designated employee will monitor temperature logs of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.

Corrective Action:

Document all corrective action taken on the appropriate forms.

Verification and Record Keeping:

File all temperature logs for one year with HACCP records.

Date Marking Ready-To-Eat, Potentially Hazardous Food

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness

Scope: This procedure applies to foodservice employees who prepares, stores, or serves food.

Key words: Labeling, Identifying, potentially hazardous foods

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is *prepared or opened*. All Bessemer City Schools shall mark products using the calendar date. Example: Cut Cantaloupe, 5/26/05, 8:00 a.m.,
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/05."

- On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen – 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
- On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

8. Follow State and local public health requirements.

Monitoring:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Corrective Measure:

Foods that are not date marked or that exceed the 7-day time period will be discarded.

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily.

Segregating Damaged Goods

Purpose: To reduced foodborne illness by preventing unintentional contamination of food or induction of contaminated food into other food products.

Scope: This procedure applies to employees and substitutes who handle, prepare, or serve food.

Key words: Bent, seams, seals, discard

Instructions:

1. During delivery, any food item that appears to be damaged shall be rejected and returned to the vendor. Employees assigned to receive deliveries shall closely inspect all cases for apparent damage. If case looks suspicious, it is to be opened and the contents inspected.
2. Follow federal, state and local policies concerning the safety of food that has been damaged. All apparent damaged foods are to be segregated from usable food and posted with signs stating the product cannot be used until its safety is determined.
3. All managers are required to inspect all food that appears to be damaged and ensure its quality before using. If in doubt the CNP Director is to be notified.
4. Cans that have been bent along a seals or seams are to be rejected at the time of delivery.
 - If damaged in the workplace the can should be opened and consumed immediately.
 - If it cannot be determined how long the can has been damaged the can should be segregated from the other food and the CNP Director contacted.
5. Cases of frozen foods, especially potentially hazardous foods, that appear to have been thawed and refrozen, are to be segregated and not to be used until the CNP Director can establish if the product is safe to use.
6. Require all employees to be observant and notify the manager of any apparent damaged goods before it is used.
7. Use outside resources, such as the Health Inspector if you are in doubt of the safety of the food.
8. The CNP Director must authorize all disposals of damaged foods before it can be disposed of. Some foods, such as commodity items must be hand delivered to the County Disposal Site by the Director or designated person. It cannot be disposed of by routine garbage pick-up.

Monitoring:

The food service employee shall be observant to any product that appears to have been damaged and take corrective action before the product is introduced into the meal. The food service employee is responsible for contacting the manager of any potentially damaged foods prior to using the product.

The Food Service Manager or Assistant Manager is to observe staff to ensure that they demonstrate food safety knowledge and follow the contents of this policy.

Corrective Action:

Employees who fail to demonstrate a working knowledge of food safety principles will be retrained.

Verification and Record Keeping:

Document the content of all training sessions and attendance. File documentation in HACCP records.

SECTION FIVE



FOOD PREPARATION

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Use of Thermometers

Purpose: Ensure temperatures are taken at all steps in the food flow— receiving, storage, preparation, cooking, transporting, and serving – with calibrated thermometers to ensure the safety of food served to children.

Scope: This procedure applies to employees who prepare or serve food.

Key words: Sanitize, Insert, Calibrate, Thermometer Sensor

Instructions:

1. Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures to measure the temperature of food items:
 - Use a calibrated thermometer. Sanitize stem of thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
 - Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food: 1) the thickest part of the product for meat, poultry, or fish; 2) the center of the item; 3) between two packages of refrigerated or frozen packaged foods; 4) until at least 2 inches are submerged in milk and other liquids; or 5) by folding the bag over the stem of the thermometer or probe for bulk milk or liquids
 - Make sure the tip of the thermometer does not poke through the food. Make sure employee knows that the temperature manual thermometers are measured from the indentations and not the tip.
 - Measure the temperature for at least 15 seconds. **Recipes calling for a temperature for 15 seconds are referring to measuring the temperature for a minimum of 15 seconds (cook to 165° F for 15 seconds).** Read thermometer and record temperature. Sanitize stem of thermometer and store it in protective cover in an accessible location.
2. Keep thermometers and their storage cases clean, stored safely, and easily accessible.
3. Storage cases are to be sanitized daily and at any other time they may have become soiled or come in contact with surfaces that could cause them to contain dangerous bacteria that could be transferred to the thermometer. This can be done by submerging into the sterilization sink at the 3-compartment sink.
4. Use bi-metallic stemmed thermometers or digital thermometers. Do not use glass thermometers filled with mercury or spirits.
5. Wait at least 15 seconds for the thermometer reading to steady before recording the temperature.
6. Take 2 temperatures in different locations, since product temperatures can vary throughout the food item.
7. Insert the thermometer into liquids and hold. Do not allow the thermometer's sensing area or probe touch the sides or bottom of the container.

Monitoring:

Review logs daily to ensure that temperatures and corrective actions are being met.

Observe employees to ensure that cross-contamination of food do not occur during temping.

Corrective Action:

Replace defective thermometers.

Verification and Recordkeeping:

File temperature logs with HACCP file and keep for one year.

Calibration of Thermometers

Purpose: Calibrate thermometers on a routine basis to ensure accuracy of temperatures taken.

Scope: Employees shall calibrate thermometers on a weekly basis using established procedures.

Key word: Sensing area, Probe Stem, Thermometer Calibration Record

Instructions: Note: *The ice-point method of calibrating thermometers is the most accurate and should be used, unless a thermometer cannot read 32°F. The boiling-point method is less reliable due to variances in altitude and atmospheric pressure. Employees shall use the ice point method when possible.*

Ice-Point Method

1. Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.
2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers, and rotate the head of the thermometer until it reads 32°F (0°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the Thermometer Calibration Record.

Boiling Point Method

The temperature of boiling water at sea level is 212° F. but increases as height above sea level increases. This can cause the thermometer to be miscalibrated using the boiling point method and should not be used except to check the accuracy of meat or candy thermometers that cannot register 32° F.

1. Bring a container of water to a boil.
2. Place the thermometer into the boiling water, ensuring the sensor is submerged in the boiling water.
3. While submerged, hold the adjusting nut and turn the dial until the thermometer reads 212° F plus adjustments for the feet you are above sea level.

Monitoring:

Foodservice employees will inspect the procedure used in calibration of thermometers and review the **Thermometer Calibration Record** periodically to ensure that all thermometers are calibrated.

Corrective Action:

Any foodservice employee found not following the correct calibration procedure will be retrained at the time and the thermometer will be re-calibrated.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees who are calibrating thermometers. (Thermometer Calibration Record logs will be kept for one year.)

Cleaning and Sanitizing Food Contact Surfaces

PURPOSE: To lower risk of foodborne illness by ensuring that food contact surfaces are cleaned and sanitized.

SCOPE: Procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Follow State or local health department requirements.

2. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
3. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment before each use or between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry and between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry or any time contamination occurs or is suspected.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment washing surface with detergent solution, then rinse surface with clean water. Use designated sanitizing solution mixed at a concentration specified on the manufacturer's label. Place wet items in a manner to allow air drying. If a dish machine is used ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

1. In a 3-compartment sink, on a daily basis visually monitor that the water in each compartment is clean. Take the water temperature in the first compartment of the sink with a thermometer. If using chemicals to sanitize, test the sanitizer concentration by using a test kit for the chemical. If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.
2. When using a dish machine visually monitor the water and the interior parts of the machine are clean and free of debris. Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
3. For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature. Have CNP maintenance check temperature monthly using a maximum registering thermometer on a rack and running the item or rack through the dish machine.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following this procedure.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Using Suitable Utensils When Handling Ready-To-Eat Foods

Purpose: To lower the risk of foodborne illness due to hand-to-food cross-contamination

Scope: Procedure applies to foodservice employees who prepare, handle, or serves food.

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include single-use gloves, deli tissue, foil wrap or tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:

- Before beginning food preparation or before beginning a new task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions occur, such as answering telephone, checking in a delivery or handling money.
 - Anytime a glove is torn, damaged, or soiled or anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of one year.

Preventing Cross-Contamination during Storage and Preparation

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

KEY WORDS: Cross-Contamination, Preparation, Contamination, Storage, Receiving

INSTRUCTIONS:

1. Follow State or local health department requirements.
2. Wash hands properly. Avoid touching ready-to-eat food with bare hands. Separate raw animal foods and high protein foods from ready-to-eat foods during receiving, storage, and preparation.
3. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
4. Store raw animal foods under refrigeration by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf.
5. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
6. Use only dry, cleaned, and sanitized equipment and utensils, touch only those surfaces of equipment and utensils that will not come in direct contact with food.
7. Place food in covered containers, except during cooling, and store in the walk-in refrigerator or cooler.
8. Designate an upper shelf of the walk-in cooler or freezer as the "cooling" shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
9. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
10. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

MONITORING:

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

Washing Fruits and Vegetables

Purpose: To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

Scope: This procedure applies to foodservice employees who prepare or serve food.

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train employees on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, and sanitize food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks. Follow manufacturer's instructions for use of chemicals.
4. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2013 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
7. Remove any damaged or bruised areas.
8. Label, date, and refrigerate fresh-cut items.
9. Serve cut melons within 7 days if held at 41° F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
10. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
11. Follow State and local public health requirements.

Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

Thawing Foods

Purpose: Thaw foods using appropriate practices to increase food safety regulations.

Scope: All foodservice employees.

Instructions:

1. Employees thawing food should use one of four acceptable methods for thawing food:
 - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
 - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - Thaw the product in the microwave if product will be cooked immediately.
 - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use lowest shelf in cooler for thawing raw meat to prevent cross contamination. Separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed foods, unless they are first cooked or processed.

Monitoring:

1. The manager will review thawing procedures to assure they are done correctly.
2. Use labels to monitor pulled dates or freezer charts to ensure FIFO of freezer products.

Corrective Actions:

When foods are thawed incorrectly and the thawing procedure used increases the risk of foodborne illness, the food will be discarded. Workers will be retrained on the acceptable thawing procedures.

Verification and Record Keeping:

Any corrective action needed will be recorded and maintained in the HACCP file.

Controlling Time and Temperature during Preparation

PURPOSE: To lower the risk of foodborne illness by limiting the amount of time that PF foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to foodservice employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.
6. Pre-chill ingredients for cold foods to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow and prepare food in small batches.
8. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated thermometer to monitor temperatures.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Pre-preparation of Potentially Hazardous Foods

Purpose: To lower the risk of foodborne illness and cross contamination during the pre-preparation stage.

Scope: This procedure applies to foodservice employees who prepares, handles, or serves food.

Keywords: Cutting Boards, cross contamination, proper handling

Instructions:

1. Train foodservice employees who prepare food for cooking or eating to follow safe sanitation practices at all time.
2. Ensure that all raw food is kept separated from cooked, ready to eat foods.
3. Wash and rinse all ready to eat food in designated sink. Use food service gloves during preparation of ready to eat foods. No hand contact with food.
4. Pre-chill all cold foods prior to assembly.
5. All food is to remain below 41° F during assembly. If cold foods cannot be assembled within 30 minutes, the food is to be returned to the cooler until the temperature is out of the danger zone before assembly can reassume.
6. Foods that must be cooked and cooled down to place in a cold dish are to be cooled down as rapidly as possible, either by placing in an ice bath or using the frozen paddle to bring down the temperature where the food is no longer in the danger zone prior to adding to the cold food.
7. Wash all fruits and vegetables to remove pesticide residue, dirt, and insects.
8. Produce with hard skins that cannot be easily damaged will be scrubbed with the use of a vegetable brush or other brush if the produce will be served with the skin intact.
9. If Meat Slicer, chopper, or Robot-Coupe is being used for more than one item, the machine is to be broken down, cleaned, sanitized and reassembled between tasks to prevent cross contamination.
10. Maintain food contact surfaces by using color-coded cutting boards as follows: 1) Red for meat; 2) Green for vegetables or fruits; 3) Yellow for breads
11. Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for raw fruits and vegetables and ready-to-eat foods.
12. There is a difference between cleaning and sanitizing. Cleaning and sanitizing **MUST** be done separately in order to be effective. After prepreparations are complete, clean utensils, cutting boards and other preparation areas. Wipe work tables with sanitizing solutions and rinse with fresh water to remove chemical residue. Take cutting boards and utensils to 3-compartment sink, wash, rinse and place in sanitizing sink.

Monitoring:

1. Monitor use of cutting boards to ensure proper techniques are being followed.
2. Monitor cleaning and sanitizing techniques.

Corrective Action:

1. Retrain employees who do not follow proper techniques and document.
2. Discard all food that has been exposed to the possibility of cross-contamination.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are do pre-preparation of food following safe sanitary practices at all time. Employees will monitor each other and report violation of preparation techniques

Cooking Potentially Hazardous Foods

Purpose: To lower the risk of foodborne illness by ensuring that all foods are cooked to correct internal temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key words: End-point Temperature, Ready-to-eat, cross-contamination, food contact surfaces

Instructions:

1. Train all employees on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. Cook products to the following temperatures:
5. Take end-point cooking temperatures and record the temperature on the **Service Temperature Record**.
6. Use batch cooking to reduce holding time of foods.
7. Allow temperature of cooking equipment to return to required temperatures between batches.
8. Do not use hot holding equipment to cook or reheat foods.
9. Prepare raw products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.
 - Seafood, cut beef and pork and eggs cooked to order that are placed onto a plate and immediately served shall be cooked to 141°F.
 - Ground products containing beef, pork, or fish, fish nuggets or sticks, eggs held on a steam table and Cubed or Salisbury steaks shall be cooked to 160°F.
 - Poultry, Stuffed fish, pork, or beef, Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti) shall be cooked to 165°F
 - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box shall be cooked to 140°F.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.
Discard any food that is contaminated during preparation.

Verification and Record Keeping:

Foodservice employees will record product name, time, the temperature, and any corrective action taken on the Cooki - Reheating Temperature Log. Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Lo are kept on file for a minimum of one year.

Holding Hot and Cold Potentially Hazardous (PH) Foods

Purpose: To lower the risk of foodborne illness by ensuring that all PH foods are held at the proper temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Holding,

Instructions:

1. Train foodservice employees who prepare or serve food on hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. Hold hot foods at 135° F and cold foods at 41° F or below.
3. Preheat steam tables and hot boxes.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
3. For hot-held foods:
 - Reheat foods in accordance with the SOP for Reheating Potentially Hazardous Foods.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service chill foods, if applicable, in accordance with the Cooling SOP.
 - All cold PH foods should be 41° F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.

Corrective Action:

For hot foods reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135° F and the last temperature measurement was 135° F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41° F and the last temperature measurement was 41° F or below and taken within the last 2 hours: Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk- in or reach- in cooler or freezer or stir the food in a container placed in an ice water bath or add ice as an ingredient. Separate food into smaller or thinner portions. Discard food if it cannot be determined how long it was in the danger zone.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs.

Cooling Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly

Scope: This procedure applies to foodservice employees who prepares, handles, or serves food.

Keywords: Shallow containers, uncovered, ice water bath, ice paddles, pre-chill

Instructions:

1. Train foodservice employees who prepare or serve food on how to cool foods using this procedure.
2. Modify production schedules and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches. Chill food rapidly using an appropriate cooling method by placing food in shallow containers (no more than 4 inches deep) covered with plastic wrap. Allow plastic wrap to lay on top of food to prevent forming an air insulation pocket or stir the food in a container placed in an ice water bath – ice paddles and chill sticks. Stirring food with these cold paddles chills foods very quickly. Add ice as an ingredient or separate food into smaller or thinner portions or pre-chill ingredients and containers used for making bulk items like salads.
4. Follow State or local health department requirements regarding required cooling parameters.
5. Chill cooked hot food from 140° F to 70° F within 2 hours. Take corrective action immediately if food is not chilled from 140° F to 70° F within 2 hours. Food must be chilled from 70° F to 41° F or below in remaining time. The total cooling process from 140° F to 41° F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 140° F to 41° F within the 6 hour cooling process.
6. **Factors that affect how quickly foods will cool down:**
 - Size of the food being cooled – thickness of food or distance to center depends on how fast food cools.
 - Density of the food – the denser the food, the slower it will cool.
 - Container in which a food is stored – stainless steel transfers heat from foods faster than plastic. Shallow pans allow the heat from food to disperse faster than deep pans.

Note: *Food may not move through the temperature danger zone fast enough if the food is still hot when placed in the cooler or freezer. Hot food may also raise the temperature of the surrounding food items, placing them in danger.*

Monitoring: Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action: Reheat cooked hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is above 70 °F and 2 hours or less into the cooling process or above 41 °F and 6 hours or less into the cooling process. Food left in the danger zone in excess of this time is to be discarded and action notated in your Corrective Action form. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. Foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are kept on file for a minimum of one year.

Reheating Potentially Hazardous (PH) Foods

Purpose: To decrease the risk of foodborne illness by ensuring foods are reheated properly.

Scope: This procedure applies to foodservice employees who prepare or serve food.

Key words: Processed foods, leftovers, pre-cooked foods

Instructions:

1. Train employees on proper use of food thermometers and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. Heat processed ready-to-eat foods from a package or can (such as canned green beans or prepackaged breakfast burritos) to an internal temperature of at least 141 °F for 15 seconds for hot holding.
4. Pre-wrapped items, such as some burritos or hot pockets that can be safely heated in their packaging are not to be unwrapped and are to be served in their packaging.
5. Pre-cooked PH Foods, such as pre-cooked meat patties, are to be treated as Process 3a foods since they have been through the danger zone twice prior to you receiving the product. Make every effort to ensure that these products are used the same day they are reheated. Products that are left over and are intended to be used the next day should be cooled rapidly and reheated rapidly to limit the amount of time the product spends in the danger zone. Pre-cooked PH Foods are never to be reheated more than one time. If precise records are not maintained to indicated the amount of time the product was in the danger zone the food is to be discarded.
6. Any food that is cooked, cooled, and reheated for hot holding, leftovers reheated for hot holding, products made from leftovers, such as soup, precooked, processed foods that have been previously cooled are to be reheated to 165 °F for 15 seconds.
7. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 4 hours. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

Use a clean, sanitized, and calibrated thermometer. Take at least two internal temperatures from each pan of food.

Corrective Action:

Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking – Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking – Reheating Temperature Log at the close of each day. The Cooking – Reheating Temperature Logs are kept on file for a minimum of one year.

Preparing Ready to Eat Cold Foods

Purpose: To prepare foods that will not be cooked and will be consumed as cold foods shall be held at 41 °F. or below. Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. To prepare all cold foods using appropriate practices and procedures to ensure safety and sanitation.

Scope: All employees involved in the production of cold foods.

Keywords: Service Temperature Log, Pre-chill, food contact surfaces

Instruction:

1. Pre-chill all ingredients for foods that will be served cold (sandwiches and salads) by leaving in the cooler overnight. All ingredients shall be cooled to 41°F or below before combining.
2. Any employee preparing cold ready-to-eat foods will wear food service gloves at all times during preparation. There shall be no hand contact with food. Gloves shall be changed if another task is performed touching equipment or any other non-food contact surface (i.e. telephone, door knobs, equipment handles etc.)
3. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. If temperatures of ingredients enter the danger zone for a period of more than 15 minutes return all ingredients to refrigeration until the temperature falls back into the safe zone.
4. Prepare all non-potentially hazardous foods first, waiting as long as possible to mix in the potentially hazardous foods, such as meats or mayonnaise. Leave the potentially hazardous foods under refrigeration while preparing other ingredients.
5. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods. Use the properly colored cutting boards when preparing foods and following proper sanitizing procedures after preparation is complete.
6. Discard potentially hazardous foods that have been above 41°F for more than 4 hours.
7. Maintain sanitary food contact surfaces using color-coded cutting boards designated for products not receiving further heat treatment.
8. Clean and sanitize surfaces, cutting boards, and utensils used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps **MUST** be done separately in order to be effective.
9. Use a calibrated thermometer to take the temperatures of designated food products. Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash stem, rinse, and sanitize and record temperatures in the **Service Temperature Record or electronic monitoring system (preferred)**.

Monitoring: Manager will monitor these procedures daily.

Corrective Actions: Refrigerate foods until food temperature is less than 41° and discard all food if it cannot be determined how long the temperature was above 41 °F.

Verification and Record Keeping: Foodservice employees will record temperatures and any corrective actions taken on the Temperature Log. Foodservice manager will verify that foodservice employees are properly preparing ready to eat cold foods and pre-cooling foods prior to assembly.

Sack Lunches

Purpose: Employees and school staff shall work together to ensure that sack lunches are safe to eat.

Scope: Procedure applies to all employees and any school staff handling sack lunches for students.

Keywords: Temperature Danger Zone, Discard food,

Instructions:

1. School foodservice employees must follow all personal hygiene standard operating procedures. Use gloves for handling all ready-to-eat foods.
2. Sack lunches intended for field trips require pre-planning between the school staff and lunchroom personnel to ensure that food safety is a top priority. Potentially Hazardous Foods shall be avoided unless coolers or other suitable cold storage container can be provided to store the cold food.
3. Potentially Hazardous foods can be provided for sack lunches if the food is consumed or disposed of within four hours. This life can be extended for meat items by assembling the sandwich then freezing the sandwich overnight before packing into sack lunch. Once the sandwich is thawed the food must be consumed or discarded within four hours.
4. Prepare and store sack lunches according to standard operating procedures.
5. Teachers or school staff must place the order at least two weeks before the event and confirm final count three days prior to the event.
6. Teachers and/or school staff must observe appropriate food handling techniques such as:
 - Wash hands prior to distributing meals.
 - Maintain cold temperatures of food.
 - Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures.

Monitoring:

The CNP Manager shall observe all foodservice employees to ensure that they are following standard operating procedures and follow up as necessary.

Corrective Action: Employees who fail to demonstrate a working knowledge of food safety principles and personal hygiene standard operating procedures will be re-trained.

Verification and Record Keeping: Keep records of all sack lunch orders from teachers or staff and any correspondence concerning the field trip. Temperatures taken during the preparation and storage of the sack lunches will be recorded and kept on file.

SECTION SIX



HOLDING AND SERVING FOOD

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Holding Hot Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Keywords: Batch cooking, 2013 FDA food code

Instructions:

1. Train employees about proper hot holding procedures. Include in training about temperature danger zone.
2. Follow State or local health department requirements regarding required hot holding temperatures.
3. Preheat steam tables and hot boxes before placing food into the holding cabinet.
4. Prepare and cook only as much food as is needed (i.e. Use batch cooking).
5. Reheat foods only in appropriate cooking equipment (oven, steamer, microwave, steam-jacketed kettle) to 165 °F, then transfer to holding equipment. Hot holding equipment should never be used to reheat foods.
6. Use hot-holding equipment that can keep hot foods at 140 °F or higher.
7. Follow manufacturer's instructions in using hot-holding equipment. *Indicate the method that must be used for your hot-holding equipment.* Keep foods covered to retain heat and to keep contaminants from falling into food.
8. Measure internal food temperatures at least every two (2) hours using a probe thermometer. Record temperature in a food temperature log. Discard hot foods after four (4) hours if they have not been properly held at or above 140°F.
9. Do not mix freshly prepared foods with foods being held for service to prevent cross-contamination.
10. Discard all hot holding food after four hours if the temperature has not been monitored during that time.
11. Any food item being held in a hot holding cabinet that the temperature drops below 135 °F must be removed from holding cabinet and reheated to 165 °F then returned to the holding cabinet.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit. Verify air/water temperature of any unit is at 140 °F or above before use. Reheat foods in accordance with the Reheating for Hot Holding SOP. All hot potentially hazardous foods should be 140 °F or above before placing the food out for display or service. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

Corrective Action:

1. Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 140 °F and the last temperature measurement was 140 °F or higher and taken within the last 2 hours.
2. Repair or reset holding equipment before placing food in the unit if needed.
3. Discard the food if it cannot be determined how long the food temperature was below 140 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Temperature Holding Log. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

Holding Cold Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature

Scope: This procedure applies to foodservice employees who prepare or serve food.

Keywords: Cold Holding, Rapid Chill, 2013 FDA food code

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2013 FDA Food Code*: Cold foods at 41 °F or below.
3. Use cold-holding equipment that can keep cold foods at 41 °F or lower.
4. Measure internal food temperatures at least every two hours using a probe thermometer. Record temperatures in a food temperature log.
5. Protect cold foods from contaminants with covers or food shields.
6. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use. Never reuse ice that has been used for display.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For cold foods held for service employees shall verify that the air/water temperature of any unit is at 41 °F or below before use. All cold PH foods should be 41 °F or below before placing the food out for display or service. Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
5. For cold foods in storage take the internal temperature of the food before placing it into any walk- in cooler or reach- in cold holding unit. Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action: Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours. Place food in shallow containers (no more than 4 inches deep) on the top shelf in the back of the walk- in cooler. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Temperature Holding Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are kept on file for a minimum of one year.

SERVING FOOD

Purpose: To ensure that food is served in a manner that promotes food safety.

Scope: This procedure applies to foodservice employees involved in the service of food

Instructions:

1. Train foodservice employees who serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow local health department requirements regarding required hot and cold holding temperatures.
3. Use proper hand washing procedures to wash hands and exposed arms prior to serving food.
4. Use suitable utensils when serving ready-to-eat food.
5. Train foodservice employees who serve food on the correct use of a food thermometer.
3. Clean the area on and around the service line, using warm soapy water or sanitize using an approved sanitizer.

4. Wipe down area before service begins, and as needed throughout service.
5. Cloths used for cleaning food spills shouldn't be used for anything else.
6. Store utensils properly, with the handle extended above the container, or on a clean, sanitized food-contact surface.
7. Use serving utensils with long handles to keep hands away from the food item.
8. Clean and sanitize utensils before using them, and use separate utensils for each food item.
9. Handle glassware and dishes properly, in a sanitary fashion.
10. Hold flatware and utensils by the handles.
11. Take temperatures of foods at the beginning of each service period.
12. Take temperatures of foods when changing pans of food to assure proper serving temperatures are achieved.

Monitoring

1. A designated foodservice worker will verify that foodservice employees are following the hand washing policy during service time.
2. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
3. The food service manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during serving of food time.

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready to eat food touched with bare hands will be discarded.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The temperature logs are kept on file for a minimum of one year.

Preventing Contamination on self-serve lines

PURPOSE: To decrease the risk of foodborne illness by ensuring self-serve lines are protected from contamination.

SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-serve serving lines.

KEY WORDS: Contamination, Self-Service, Salad Bars, Food Bars

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling serving line and equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the serving line.
7. Should a serving utensil be accidentally dropped into a container of food, remove the container of food immediately and replace with a new container of food. Discard the food that contains the contaminated utensil.
8. Replace existing containers of food with new containers when replenishing the serving line. Do not add any leftover food that may be in the removed container with fresh food.
9. Assist customers who are unable to properly use utensils.
10. Store eating utensils with the handles up to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean serving lines when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold PH Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of food.
3. Continually monitor serving lines to ensure that customers are not touching food with their bare hands, coughing, spitting, or sneezing on the food, placing foreign objects in the food, touching serving utensils in areas that may come in contact with food.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 140 °F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain self-serve line during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

Using Hot Holding Cabinets as a Proofing Cabinet

Purpose: To ensure that heated cabinets are properly converted from a proofing cabinet to a hot holding cabinet before food is placed in warmer to ensure food safety.

Scope: This procedure applies to foodservice employees involved in the service of food

Instructions:

1. Train foodservice employees how to convert warmer/proofers cabinets from one mode of operation to another. Include in the training a discussion of the temperature danger zone.
2. Follow local health department requirements regarding required hot holding temperatures at 140 °F or above.
3. Raw dough proofs best at temperatures of around 90° F. with 80-90% humidity.
4. Use only the cabinets that are designed as a proofer/warmer. Regular food warmers will become too hot for optimum proofing.
 - Ensure cabinet is pre-warmed to 90° F. If cabinet had been used as a hot holding cabinet, it must be cooled down.
 - Ensure water is in the water reservoir.
 - Place rolls in cabinet until doubled in bulk. Covering rolls or adding an oil or butter is not necessary if the humidity is correct. The rolls will rise without forming a crust.
5. Changing to a hot holding cabinet.
 - When proofing is completed, turn the temperature up to a minimum of 150 - 160° F and allow the cabinet to heat back up. The higher temperature will ensure that the cabinet coldest spots shall stay above the minimum temperature.
 - Ensure the reservoir is refilled if you wish to keep your food moist.
6. Ensure the cabinet is cleaned and the water reservoir is empty after service is complete. Leave door open to allow interior to air dry.

Monitoring:

1. A designated foodservice worker will verify that foodservice employees are following the conversion as described.
2. The food service manager will verify that foodservice workers are converting the cabinet properly and cleaning cabinet afterwards.

3. A designated food service employee will check each cabinet daily to ensure the cabinet is cleaned, water pan drained, and cabinet left opened to dry.

Corrective Action:

Employees observed not properly converting the heating cabinet from a proofer to a warmer will be retrained at the time of the incident. Employees observed not cleaning cabinet cavity after service will be retrained and observed properly cleaning and air drying the oven.

Verification and Record Keeping:

The foodservice manager will verify that foodservice workers are using proper techniques to convert the warmer to a proofer to a warmer.

Using Time Alone to Limit Bacteria Growth in Potentially Hazardous (PH) Foods

PURPOSE: Prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before discarding.

SCOPE: Procedure applies to employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2013 FDA Food Code*, establish written procedures that clearly identify the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures to be followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
 - Marking procedures used to indicate the time that the food is to be pulled and discarded, which 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
4. Cook raw potentially hazardous foods as soon as possible after removing from temperature control. No potentially hazardous food is to remain at room temperature more than one (1) hour prior to cooking. Although cooking may kill the bacteria that have formed it shall not remove toxins that have formed.
5. The amount of time the food is held at room temperature before being cooked shall be deducted from the amount of time the food can be held prior to discarding. This includes preparation and assembly time. An example would be a pan of lasagna that has been assembled in 15 minutes and held at room temperature for 41 minutes must be discarded within three (3) hours after removing from oven.
6. Serve or discard all food within 4 hours past the time when the food is removed from temperature control.
7. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.

2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

SECTION SEVEN

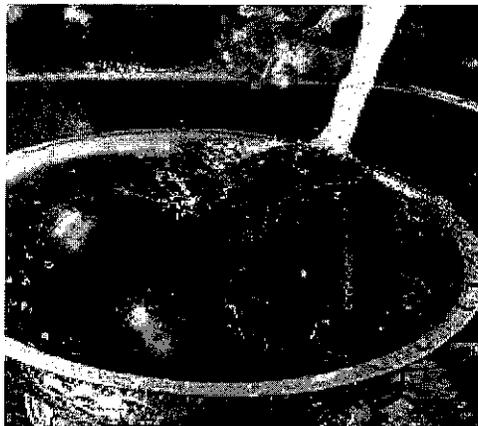


Consumer Issues

Responding to a Foodborne Illness Complaint **Section 7 – Page 2**

Food Safety in Emergency Situations **Section 7 – Page 3**

Handling A Food Recall **Section 7 – Page 4**



Responding to a Foodborne Illness Complaint

Purpose: To ensure that all school foodservice personnel will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

Scope: All foodservice employees

Keywords: Foodborne Illness Incident Report, Symptoms

Instructions:

1. *When a complaint is received related to a foodborne illness, employees will:*
 - Indicate concern for the individual and let that person know that the complaint will be referred to the school administrator and Central Office. Contact the school foodservice manager and school nurse if she/he is onsite. The manager shall investigate the situation and contact the CNP Director.
 - Write down information about the complaint if the school foodservice manager is not on site. Also contact the CNP Director of the incidence.
 - Remove all suspected food from service until the matter can be investigated. Store it in the freezer – label it “DO NOT EAT” and date it.
 - Fill out all of the information at the top of the *Foodborne Illness Incident Report*.
2. *The school foodservice manager will:*
 - Talk with the individual making the complaint. Get basic information required to complete the *Foodborne Illness Incident Report*.
 - Notify the district school foodservice manager as soon as possible.
 - Remove all suspected food from service and store it in the freezer – label it “DO NOT EAT” and date it.
3. *When the situation warrants the involvement of the health department. The district school foodservice director will:*
 - Call the local Health Department to report the suspected outbreak and obtain assistance with the foodborne illness investigation.
 - Call the school district nurse to be on the scene to assess and document symptoms, names and phone numbers and address of students and staff affected, physician's names and phone number
4. Notify the school administrator. Provide that individual with the pertinent information needed to answer questions.
5. Work with the media should they become involved.

Monitoring:

1. Ensure that all steps are followed in responding to a complaint.
2. Remove suspected food from service.
3. Review method of food preparation and sanitation procedures followed.
4. Follow-up as necessary.

Corrective Action:

Retrain any worker on the correct procedures to be followed for prevention of cross-contamination of food and maintaining the correct food temperatures.

Verification and Record Keeping:

The foodservice manager will file corrective action and incident report in HACCP file.

Food Safety In Emergency Situations

Purpose: To train foodservice personnel in food handling procedures affecting food safety in case of emergencies.

Scope: All employees in the foodservice department

Keywords: Menu changes, wholesome

Instructions:

1. Follow established procedures related to handling food safely during emergencies.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
 - Menu changes
 - Staff notification systems – phone trees, etc.
 - Transportation of food to satellite units – transport and return
 - Food disposal procedures
 - When food is wholesome but service not occurring
 - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

Monitoring:

The foodservice director or unit supervisor will:

1. Develop procedures that address food safety concerns during emergencies.
2. Instruct staff and review those procedures on regular basis, at least once a year.
3. Provide specific directions regarding safe food handling for all emergency situations.
4. Observe all employees to ensure procedures are being followed.

Corrective Action:

1. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
2. Follow up, as necessary, with employees and food safety professionals.

Verification and Record Keeping:

File documentation with HACCP records.

Handling a Food Recall

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Follow State or local health department requirements. Review the food recall notice and specific instructions that have been identified in the notice. Communicate the food recall notice to cafeterias.
2. Hold the recalled product by physically segregates the product, including open containers, leftover product, and food in production that contain the recalled product.
3. If a prepared food item is suspected to contain the recalled product, but label information is not available, treat it as a "recalled product". Mark recalled product "Do Not Use" and "Do Not Discard." Inform the staff not to use the product.
4. Do not destroy any USDA commodity food without notifying CNP Director.

5. CNP Director will notify Lunch Room Managers of the recalled product by e-mail or fax.
6. Identify and record if any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
7. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
8. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and foodservice manager will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
 - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.