



Transforming Lives • Impacting Communities

Food Safety Plan based on the Process Approach to HACCP Principles

DATE IMPLEMENTED: April 2017 BY: Food Service Director

DATE REVIEWED: September 2019 BY: Food Service Director

DATE REVISED: December 2019 BY: Food Service Director

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Description of Program and Facility:

**Food Safety Plan for
Green Tree School & Services**

This program was developed April 2017, by Dr, Ashara Cashaw, Food Service Director for the Green Tree School & Services. The program follows the USDA guidance on developing a food safety program based on the Principals of HACCP. All standards in this plan are based on the **2003 PA Food Code.**

Average Daily Participation:

Breakfast: 100 meals

Lunch: 106 meals

School Food Service Staff:

Director (name): Ashara Cashaw

Staff (# of staff): 4

Menus:

Menus are 4 week cycles; 12 cycles total (identify if cycle menus are used & number of cycles). Recipes in the food service office are located in the food service binder & Primero Edge.

Signature:

School Food Service Director

Date: __December 2019_____

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
Mixer, floor	0
Mixer, counter	1
Food Processor	0
Walk-in Refrigerator	1
Walk-in Freezer	1
Reach-in Refrigerator	1
Reach-in Freezer	1
Milk Cooler	1
Ice machine	1
Oven, Convection	1
Holding Unit, cold	1
Holding Unit, hot	1
Dishwasher	1
Food Bar	1
Steamer	1
Small Reach-in Refrigerator	1
Conventional Ovens	3
Flat Top	1
Salamander	1
Low Boy	1

Food Preparation Action Plan:

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs):

The school will assign each menu item using

- Process #1 – No Cook Preparation Process Worksheet,
- Process #2 – Same Day Service Preparation Process Worksheet, or
- Process #3—Complex Food Preparation Process Worksheet.

Changes to the menu items will be reflected in the worksheets on a continuous basis. The menu is posted in the kitchen. The manager will make the rest of the food service staff aware of the menu items and applicable process and control measures by posting the process worksheet charts in the kitchen. Worksheets will be kept in a food safety binder, and a copy will be kept on the ESF drive on the school server. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in the Primo Edge.

Staff:

- All food service personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided annually.
- This Process Approach document will be available in the food safety binder.

Process #1 No Cook

(Make copies of this sheet if needed)

Keep food at or below 41 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
		Temperature controls:
		<ul style="list-style-type: none"> • Cold holding critical limit • 41⁰F or below
		SOPs:
		<ul style="list-style-type: none"> • Personal hygiene
		<ul style="list-style-type: none"> • Washing fresh fruits and vegetables
		<ul style="list-style-type: none"> • Limiting time in the temperature danger zone
		<ul style="list-style-type: none"> • Verifying receiving temperatures of food
		<ul style="list-style-type: none"> • Date marking of ready-to-eat food

Process #2 Same Day Service

(Make copies of this sheet if needed)

Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Cooking Temperature	Controlling Hazards for Process #2
			<p>Temperature controls:</p> <ul style="list-style-type: none"> • Cooking to destroy bacteria & other pathogens • Hot holding or limiting time in the danger zone to prevent the growth of spore-forming bacteria <p>SOPs:</p> <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Process #3 Complex Food Preparation

(Make copies of this sheet if needed)

Limit time in the Danger Zone (41°F – 135°F)

Menu Item	Recipe Number	Temperature			Controlling Hazards for Process #3
		Cooking	Cooling	Reheating	
					<p>Temperature controls:</p> <ul style="list-style-type: none"> • Cooking • Cooling • Hot holding • Reheating, if applicable <p>SOPs:</p> <ul style="list-style-type: none"> • Personal hygiene • Limiting time in the temperature danger zone • Verifying receiving temperatures of food • Proper storage of food

Monitoring

Green Tree School & Services will monitor food safety practices by visually inspecting and documenting time and temperature in accordance to the food safety standard operating procedures. Monitoring will be a constant consideration. Employees and substitute staff will be trained on monitoring. Specific monitoring activities will be identified in this food safety plan.

Corrective Actions

Green Tree School & Services will be responsible for developing pre-determined corrective actions for most deviations from control measures including cooking, cooling, cold- holding, hot-holding, reheating and standard operating procedures. Corrective actions will be reviewed and updated a minimum of 1 time each year.

Food Service Staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing standard operating procedures. Employees and substitute staff will be trained on a continuous basis to take corrective actions when necessary. Corrective actions may be included in the standard operating procedures and specific corrective actions will be identified in this food safety plan.

Record Keeping

Green Tree School & Services will be responsible for record keeping as indicated in the standard operating procedures and as assigned. The School Food Service Program Manager will be responsible for ensuring records are being maintained and stored in the proper location. All pertinent information for cooking, cooling, cold-holding, hot-holding, reheating, time and temperature will be kept on clip boards in the kitchen for ease of use. All applicable forms for daily recordkeeping will be replaced on a weekly basis, or sooner, if necessary. In the case of weekly records, forms will be replaced as needed. All completed forms will be kept on file in the office of the Food Service Program Manager for a minimum of 3 years.

Employees and substitute staff will be trained on record keeping requirements. Record keeping procedures may be included in the standard operating procedures and specific records will be identified in this food safety plan.

Record Keeping (cont'd)

Documentation

Documentation Schedule

Food Production Records

End Point Cooking Temperature

At cooking end time

Time and Temperature for Holding

Taken at beginning, middle, end of holding

Equipment Temperature Records

Receiving Logs

Immediately when received

Freezer Logs

Daily, beginning of day

Cooler Logs

Daily, beginning of day

Thermometer Calibration

Minimum monthly

Storage Room Logs

Daily, beginning of day

Review Records

Food Safety Checklist

Minimum weekly

Manager's Checklist

Twice a year

Training Logs

Each individual or group training

Corrective Action Records

Each occurrence

Staff Responsibility:

All foodservice staff is responsible for recordkeeping duties as assigned.

Standard Operation Procedures (SOPs) and Training

Green Tree School & Services Area food safety SOPs include specific requirements from the local health department. Employees will be trained and receive a copy of food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

Food Service Staff will be trained on a continuous basis to correct problems as necessary. Training will be conducted annually. Training will also be done when standard operating procedures are violated.

Documentation of training will be maintained a minimum of one year. Guidance on the most common ways to correct specific problems will be listed in this food safety plan and will be posted in the kitchen.

Reviewing

Green Tree School & Services will be responsible for reviewing the food safety plan a minimum of once a year. The plan will be reviewed for effectiveness by the Food Service Director.

Revisions will be dated and signed by the Food Service Director. Employees and substitute staff will be trained on a regular basis on the changes or modifications to the food safety program. A training log will be kept on file for a minimum of one year.

Source: U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school foodservice program based on the process approach to HACCP principles.*

Components of a Comprehensive Food Safety Program

Directions: Complete the following information for each of your food service locations. Maintain this record for a minimum of 1 year.

Component	Location	Task Completed	Date
Documented SOP			
Documented Critical Control Points	On recipe and production records; Process charts		
Standardized Recipes	Binder, in kitchen		
No-Cook Process Worksheet	HACCP Binder, in kitchen		
Same Day Service Process Worksheet	HACCP Binder, in kitchen		
Complex Process Worksheet	HACCP Binder, in kitchen		
Monitoring	Manager's office		
Corrective Actions	Manager's office		
Record Keeping	Manager's office		
Verification	Manager's office		
Training	Manager's office		
Review of Food Safety Plan	Manager's office		

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Food Contact Surfaces Cleaning and Sanitizing Log	Kitchen staff	
Controlling Time and Temperature during Food Preparation	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Production Log	Kitchen staff	
Cooking	Cooking and Reheating Temperature Log	Kitchen staff	Food Service manager & Food Service director
Cooling	Cooling Temperature Log	Kitchen staff	Food Service manager & Food Service director
Date Marking	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
Employee Health Policy	To be determined by school officials and State or local health department.		Food Service manager & Food Service director
Handling a Food Recall	Food Safety Checklist	Kitchen manager	Food Service manager & Food Service director
	Damaged or Discarded Product Log	Kitchen manager	

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Holding Foods	Hot and Cold Holding Temperature Log	Kitchen staff	Food Service manager & Food Service director
	Refrigeration Log	Kitchen staff	
Personal Hygiene	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Damaged or Discarded Product Log	Kitchen staff	
Preventing Contamination at Food Bars	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Damaged or Discarded Product Log	Kitchen staff	
	Hot and Cold Holding Temperature Log	Kitchen staff	
Preventing Cross-Contamination during Storage and Preparation	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Damaged or Discarded Product Log	Kitchen staff	

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Receiving Deliveries	Receiving Log	Kitchen manager	Food Service manager & Food Service director
Reheating Potentially Hazardous Foods	Cooking and Reheating Temperature Log	Kitchen staff	Food Service manager & Food Service director
Serving Food	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
Storing and Using Toxic Chemicals	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Damaged or Discarded Product Log	Kitchen staff	
Transporting Foods to Remote Sites	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Hot and Cold Holding Temperature Log	Kitchen staff	
	Receiving Log	Kitchen staff	
Using and Calibrating a Food Thermometer	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
	Thermometer Calibration Log	Kitchen staff	

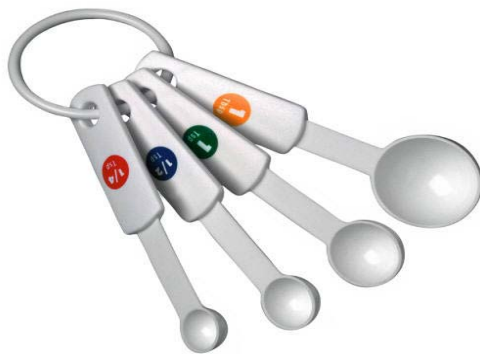
Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
Using Time Alone as a Public Health Control	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
Washing Fruits and Vegetables	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director
Washing Hands	Food Safety Checklist	Kitchen staff	Food Service manager & Food Service director

Standard Operating Procedures

Develop/modify standard operating procedures to coincide with kitchen/district operations, and to meet health department requirements.



Standard Operating Procedures

1. Personal Hygiene
2. Hand Washing
3. Receiving Deliveries
4. Using and Calibrating Thermometers
5. Cooking Potentially Hazardous Foods
6. Holding Hot and Cold Potentially Hazardous Foods
7. Cooling Potentially Hazardous Foods
8. Reheating Potentially Hazardous Foods
9. Washing Fruits and Vegetables
10. Date Marking Ready-To-Eat, Potentially Hazardous Food
11. Transporting Food to Remote Sites
12. Cleaning and Sanitizing Food Contact Surfaces
13. Storing and Using Poisonous or Toxic Chemicals
14. Controlling Time and Temperature during Preparation
15. Handling a Food Recall
16. Preventing Cross-Contamination during Storage and Preparation
17. Serving Food
18. Using Suitable Utensils
19. Cleaning and Disinfecting Body Fluid Spills

Personal Hygiene and Dress Code

Purpose: To prevent contamination of food by foodservice employees.

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee dress code and on practicing good personal hygiene.
2. Report to work in good health, clean, and dressed in clean attire.
3. Wash hands properly, frequently, and at the appropriate times (see SOP for Handwashing procedures).
4. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
5. Employees wear hair restraints (Hairnet or WASD Hat). Must completely cover All hair including bangs. Pony tails must be secured and tucked up in a hat or covered by a hairnet.
6. Employees eat and drink only in designated break areas. Drinks must be covered with a secure lid and a straw and stored on lower level of stations. Eating is not permitted in any food service area.
7. Employees do not touch hair, hair restraints, clothes or skin (without afterward thoroughly washing hands and exposed parts of arms).
8. Employees wash hands using warm-hot water and a 20-second scrub with soap before beginning to work, and after touching anything that might be a source of contamination (telephone, raw food, smoking, eating, drinking, chewing gum or tobacco, sneezing, coughing, using the toilet, handling trash or garbage, touching head, hair or face).
9. **WEAR** good supportive shoes with closed toe. Preferably mostly white with slip proof soles. Heels on platform/clog or any type of shoes must not be more than 2"

10. **WEAR** an apron during food preparation (a must) and cleanup. A clean apron can be worn on the serving line but must not be the same one used for food preparation.
11. **WEAR** loose fitting white pants or shorts. Shorts must not be more than 2” above the knee.
12. **WEAR** a WASD Food Service T-shirt or Polo each day. A plain colored sweatshirt or sweater may be worn over your WASD Food Service shirt.

NOTE: Fridays or the last work day of the week is casual day. Employees can wear casual clothing (Jeans included) but must follow all other dress code rules.
13. **WEAR** WASD ID Badge at all times when on school property.
14. **NOT WEAR** cut off shorts or shirts.
15. **NOT WEAR** tank tops
16. **NOT WEAR** jewelry other than post earrings (only those that are flat to your ear) and wedding bands and or engagement ring. If you wear a wedding band and or engagement ring a protective glove must be worn at **ALL times**.
17. **NOT WEAR** false nails or nail polish unless wearing a protective glove at **ALL TIMES**

Monitoring:

Managers will inspect employees when they report to work to be sure that each employee is following this SOP. Managers 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.

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 Director will conduct monthly inspections to verify this SOP is being followed.

Hand Washing

Purpose: To prevent foodborne illness by contaminated hands.

Scope: This procedure applies to anyone who handle, prepare, and serve food.

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train any individual that prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. **Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.**
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.

Monitoring:

Food Service Manager will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the manager will visually observe that handwashing 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 will be asked to wash their hands immediately. Employee will be re-trained to ensure proper handwashing procedure.

Verification and Record Keeping:

The foodservice manager will ensure all aspects of hand washing SOP are being followed. Food Service Director will conduct monthly inspections of all facilities.

Receiving Deliveries

Purpose: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

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

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

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Keep receiving area clean and well lighted.
5. Do not touch ready-to-eat foods with bare hands.
6. Compare delivery invoice against products ordered and products delivered.
7. 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 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.
3. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 40 °F or below. The temperature of milk should be 40 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 40 °F, it may be necessary to take the internal temperature before accepting the product.
4. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
5. Check the integrity of food packaging. Reject foods that are damaged.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
7. **If a delivery is made (milk) when someone is not available to check-in the delivery, an inspection must be done first thing when arriving before serving any product.

****Temperatures can also be taken using infrared thermometer****

Corrective Action:

1. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone

****If a product is rejected the invoice and actual case must be marked REJECTED****

Verification and Record Keeping:

Record the temperature of refrigerated and frozen foods on the purchase order (or directly on invoice) and staple to the delivery invoice to be sent to Clayton Avenue. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift. Delivery invoices and purchase orders are kept on file at central office for a minimum of 1 year.

Using and Calibrating Thermometers

PURPOSE: To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

SCOPE: This procedure applies to foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, nuggets, hot dogs, and sausage patties, must be taken by stacking the product and or ensuring the dimple at the end of the thermometer is inserted completely into product .
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
3. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
4. Clean and sanitize food thermometers before each use.
5. Store food thermometers in a designated container of sanitizer solution. **NEVER** store thermometers on counters. At the end of each day, clean and sanitize thermometers and store in original sleeve.

****NEVER STORE SANITIZER SOLUTION CONTAINER ON FOOD PREP TABLES****

MONITORING:

1. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

Foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours.

Cooking Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food 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. Ensure that the temperature of cooking equipment is allowed to return to the required temperature between batches. (Keep oven doors closed when not loading or unloading).
4. Cook products to the following temperatures:

<u>PRODUCT</u>	<u>TEMPERATURE</u>
Poultry, stuffing, stuffed meats, stuffed pasta	165°F for 17 seconds
Ground or flaked meats including hamburger, ground pork, flaked fish, sausage, gyros, egg dishes and injected meats	155°F for 17 seconds
Beef and pork roasts, cured pork roasts	145°F for 3 minutes
Beef steaks, veal, lamb, pork	145°F for 17 seconds
Fish	145°F for 17 seconds
Fruits and vegetables cooked for hot holding	140°F
Any potentially hazardous food cooked in a microwave oven	165°F; let food stand for 2 minutes after cooking
Pre-cooked frozen food	140°F for 17 seconds

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two internal temperatures of each large food item, such as 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.

Verification and Record Keeping:

Foodservice employees will record time and temperature on the production record immediately after cooking. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing the production records at the close of each day. Production records are kept on file in managers office for a minimum of 1 year.

Holding Hot and Cold Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

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 local requirements regarding required hot and cold holding temperatures.
 - Hold hot foods at 141 °F or above;
 - Hold cold foods at 40 °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 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 hot foods held for service:
 - Verify that the 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 141 °F or above before placing the food out for display or service.

Take the internal temperature of food just prior to the start of serving and a second temperature at the mid-point of service..

Breakfast food only requires an internal temperature to be taken just prior to service

5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 40 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 40 °F or below before placing the food out for display or service.
 - **Take the internal temperature of the food just prior to the start of serving and a second temperature at the mid-point of service.**
6. 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.
- Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 40 °F or below.
- Verify that the air temperature of any cold holding unit is at 40 °F or below before use.

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 17 seconds if the temperature is found to be below 141°F. 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 141 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 40 °F.
 - 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.
 - Stir the food in a container placed in an ice water bath.
 - Separate food into smaller or thinner portions.
 - 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 above 40 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Food Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs first thing each morning. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. Managers are responsible to ensure proper temperature charts are posted. When closing the kitchen in June enough temperature logs must be displayed for the entire summer. It will be the responsibility of the head custodian to ensure temperatures are taken and documented on days when no meal is being served including weekends and holidays. The kitchen manager must report to the food service office when temperatures are not being documented on such days. Maintain the temperature logs in managers office for a minimum of 1 year.

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 prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
 - Place food in cool, 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.
 - Stir the food in a container placed in an ice water bath.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
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.
 - 70 °F to 40 °F or below in remaining time. The total cooling process from 140 °F to 40 °F may not exceed six hours. Take corrective action immediately if food is not chilled from 140 °F to 40 °F within the 6-hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 40 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 40 °F within 4 hours.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. 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:

1. 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; and
 - Above 40 °F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 40 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing the temperature log each working day. Maintain the Cooling Temperature Logs for a minimum of 1 year.

Reheating Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all foods are reheated to the appropriate internal temperature.

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

KEY WORDS: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Heat processed, ready-to-eat foods from a package or can, such as canned green beans or pre-packaged breakfast burritos, to an internal temperature of at least 141 °F for 17 seconds for hot holding.
3. Reheat the following products to 165 °F for 17 seconds:
 - 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
4. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 141 °F for 17 seconds
 - Heat leftovers to 165 °F for 17 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
5. Reheat all foods rapidly. The total time the temperature of the food is between 40 °F and 165 °F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, and temperature and any corrective action taken on the production record. Product should be marked “Leftover” on the production record. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing production records at the close of each day. Production Records are kept on file for a minimum of 1 year.

Washing Fruits and Vegetables

Purpose: To prevent or reduce risk of food borne 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 foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer's instructions for proper use of chemicals.
5. 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.
6. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items as per date marking SOP.
10. Serve cut melons within 7 days if held at 40 °F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).

Monitoring:

The 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:

The foodservice manager will ensure all procedures are being followed. Food Service Director will conduct monthly inspections of the facility to ensure proper procedures are being followed.

Date Marking Ready-to-Eat, Potentially Hazardous Food

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

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

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

Instructions:

1. Train employees of date marking system. Include a label with the product name, the date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:

**Use masking tape

Monday 8/28/06 CUT CANTALOUPE 8 AM

Monday 8/28/06 CHILI COOKED

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 40° 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.

Monitoring:

Managers 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 Action:

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

Verification and Record Keeping:

Food Service Manager will verify that foods are being properly dated

Transporting Food to Remote Sites (Day Care or Other Schools)

PURPOSE: To prevent food borne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

SCOPE: This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 40 °F or below and cooked foods that are transported hot at 141 °F or above.
3. Use only food carriers for transporting food approved by the state or local health department.
4. Prepare the food carrier before use.
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 40 °F and hot food temperatures at 140 °F or above.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
5. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food.
6. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
7. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 140 °F. Refer to the Reheating Potentially Hazardous Foods SOP.
3. Cool food to 40 °F or below using a proper cooling procedure if the internal temperature

of cold food is greater than 40 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.

4. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice employees will record food product name, time, internal temperatures, and any corrective action taken on the Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing the Temperature Log daily. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift.

Cleaning and Sanitizing Food Contact Surfaces

PURPOSE: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
3. Wash, rinse, and sanitize **food contact surfaces** of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
4. Wash, rinse, and sanitize **food contact surfaces** of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.
5. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test strip.
6. If a dish machine is used:
 - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. 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 by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
3. In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Temperature readings must be taken prior to using the dish machine on a daily basis.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
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.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.

VERIFICATION AND RECORD KEEPING:

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. The Dishwashing Temperature Inspection Log will be kept for a minimum of one year in the managers office.

****Never mix detergent and sanitizer****

****Store all sanitizer and detergent buckets UNDER work tables and counters****

Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination.

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

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces.
5. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
6. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
7. Do not use chemical containers for storing food or water.
8. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
9. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
10. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
11. 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 any contaminated food, date, time, and the reason why the food was discarded 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. Maintain Damaged and Discarded Product Logs for a minimum of 1 year.

Controlling Time and Temperature during Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous 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. Refer to the Using and Calibrating Thermometers 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. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41°F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. 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.
10. 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 probe thermometer, preferably a thermocouple.
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.

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. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district's public relations coordinator of the recalled product.
9. Identify and record whether 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.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. 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.
- Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - Public notice and media communications
 - Correspondence to and from the public health department and State agency

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.

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food*

Recall. University, MS: Author.

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. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. 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.

Serving Food

PURPOSE: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

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

KEY WORDS: Cross-Contamination, Service

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. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, 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 prevent foodborne illness due to hand-to-food cross-contamination.

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

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
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. 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
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

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. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

Cleaning and Disinfecting Body Fluid Spills

PURPOSE: This standard operating procedure (SOP) should be implemented to safety and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

SCOPE: This procedure applies to foodservice employees that would clean bodily fluid spill.

KEY WORDS: Body Fluid Spill, Cleaning, Disinfecting, Bod Fluid Cleanup Kit, Norovirus

INSTRUCTIONS:

1. Contain the affected area
 - Discontinue foodservice operations if spill occurred in food preparation or service area.
 - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
 - Send sick staff and students to the school nurse for assistance.
 - Exclude (i.e., send home) school employees with symptoms of vomiting or diarrhea from foodservice operations.
 - Allow only school employees and or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid/ Spill Kit
3. Put on personal protective equipment (PPE), including:
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
 - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
 - A disposable gown or apron, and disposable shoe covers.
 - A face mask with eye protection, or goggles.
4. Remove visible body fluid
 - Pour sand, or liquid spill absorbent material, on body fluid spill.
 - Use a disposable scoop, or equivalent, and disposable paper towels or remove the sand and body fluid from affected surfaces.
 - Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
 - Remove gloves, Dispose of gloves in a plastic garbage bag.

- Wash hands.
5. Clean the affected area
- Put on new disposable gloves. Consider double gloving.
 - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids. Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).
 - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
 - Wash hands.
6. Disinfect the affected area
- Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine disinfecting solution.*
 - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilate (mix solution outdoors if necessary).
 - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration)** and water. Once opened, household bleaches lose their effectiveness after 30 days. Use anew, unopened bottle of bleach every 30 days for preparing solution.
 - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
 - Transfer solution to a labelled spray bottle. Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
 - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
 - Use in a well-ventilated area.
 - Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.

Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.

Rinse surfaces with clean water, and paper towels and/or a disposable mop head.

Allow surfaces to air dry.

Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.

- ✓ Remove gloves. Dispose of gloves in a plastic garbage bag.
- ✓ Wash hands.

*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found

at www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1.

**Household bleach products have previously been available in 5.25% and 6% sodium hypochlorite concentrations. Ensure you are using the correct solution depending on the concentration of bleach you have. Best practice is to use high strength chlorine test strips to ensure a chlorine concentration of 1,000 - 5,000 ppm. Check with your chemical supplier to obtain test strips.

Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- ✓ Disinfect with a chemical disinfectant when possible.
- ✓ Steam clean for a minimum of 5 minutes at 170 °F.
 - ✓ Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- ✓ Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- ✓ Remove gloves. Dispose of gloves in a plastic garbage bag.
- ✓ Wash hands.