The Susan and Dom Telesco
Center for Creative Education

The Foundations School

School Food Safety Plan Based on HACCP Principles

Adapted from “Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles – U.S. Department of Agriculture, Food and Nutrition Services, June 2005.

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I. Introduction

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFAs must have a fully implemented food safety program that complies with HACCP principles or with this optional guidance no later than the end of the 2005 – 2006 School Year

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process-- from receiving to service. USDA recommends that SFAs use the Process Approach to HACCP. The Process Approach, originally developed by the Food and Drug Administration for retail food establishments, categorizes food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone.

Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment. Keeping foods safe is also a vital part of healthy eating and a recommendation of the Dietary Guidelines for Americans 2005. When properly implemented, HACCP-based food safety programs will help ensure the safety of the school meals served to children.

II. Overview

The purpose of this document is to establish guidelines for implementation of a school food safety program which is required for all participants in the National School Lunch Program and/or the School Breakfast Program. It serves as a written plan and is based on Hazard Analysis and Critical Control Points (HACCP) principles.

Key points:

There are three key points which are essential to the program: sanitation, temperature control, and Standard Operating Procedures (SOPs).

a. All food preparation areas must be clean and sanitary, such as workers' hands, utensils, and food contact surfaces. Avoid cross contamination.
b. Temperature control means keeping cold foods cold and hot foods hot. Food must be cooked to and held at proper temperatures being sure to record those temperatures. A basic, properly calibrated thermometer is required.
c. SOPs can be used both for sanitation and to verify that proper temperatures are being maintained, as well as other aspects of foodservice operation.

Glossary:

APPROVED SOURCE: An acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

CCP: Critical Control Point.

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 CONTROL POINT (CCP): An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

CRITICAL LIMIT: One or more prescribed 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.

FOODBORNE 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. • 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 ready-to-eat food is received, stored, prepared, held and served; • Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or • 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 foodborne outbreaks that have been investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

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.

III. Purpose of a School Food Safety Plan

The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

There are two types of hazards: 1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Nonspecific hazards are controlled by developing and implementing SOPs.

IV. Requirements of a School Food Safety Plan

To ensure the school food safety program is considered comprehensive, the program contains the following elements:

I. Documented SOPs
SOPs are a very important factor in developing an effective food safety program. They serve as a basic food safety foundation and control hazards not outlined specifically in the HACCP plan. For example, soiled and unsanitized surfaces of equipment and utensils should not come into contact with raw or cooked (ready-to-eat) food. Proper procedures to prevent this occurrence should be covered by an SOP.

II. A written plan at each school food preparation and service site for applying HACCP principles that includes methods for:
   a. • Documenting menu items in the appropriate HACCP process category
   b. • Documenting Critical Control Points of food production
   c. • Monitoring
   d. • Establishing and documenting corrective actions
   e. • Recordkeeping
   f. • Reviewing and revising the overall food safety program periodically

Food Service staff should review menu items and decide which food items are meant to be:

1) kept cold from preparation through service.
2) prepared hot and served the same day hot; and
3) prepared hot and served cooled, or possibly reheated.

These are the preparation categories in the Process Approach to HACCP. Each item needs placed into one of those three categories and then keep it hot (or cold) while it is being stored, prepared, transported, held, and served.

V. HACCP-Based Standard Operating Procedures (SOPs)

1. Cleaning and Sanitizing Food Contact Surfaces
2. Date Marking and Ready-to-Eat, Potentially Hazardous Food
3. Handling a Food Recall
4. Holding Hot and Cold Potentially Hazardous Foods
5. Personal Hygiene
6. Preventing Contamination at Food Bars
7. Preventing Cross-Contamination During Storage and Preparation
8. Receiving Deliveries
9. Reheating Potentially Hazardous Foods
10. Serving Food
11. Storing and Using Poisonous or Toxic Chemicals
12. Transporting Food to Remote Sites (Satellite Kitchens)
13. Using and Calibrating Thermometers
14. Using Suitable Utensils When Handling Ready-to-Eat Foods
15. Washing Fruits and Vegetables
16. Washing Hands
17. Food Safety Websites

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 State or local health department requirements.
3. 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.
4. If State or local requirements are based on the 2001 FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
    a. Before each use
    b. Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
    c. Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
    d. Any time contamination occurs or is suspected

5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
    e. Wash surface with detergent solution.
    f. Rinse surface with clean water.
    g. Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
    h. Place wet items in a manner to allow air drying.

6. 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 o 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 o F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

1. 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 o 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, daily:
    - 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.
    - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

I. In a dish machine, daily:
    - Visually monitor that 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.
    - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a smallware item or a maximum registering thermometer on a rack and running the item or rack through the dishmachine.
    - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

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 encounters 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.

II. 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.
• For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
• For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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 foodservice employees on using the procedures in this SOP. 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. Examples of how to indicate when the food is prepared or opened include:
    - Labeling food with a calendar date, such as “cut cantaloupe, 5/26/05, 8:00 a.m.,” • Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
    - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
2. Follow State or local health department requirements.
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 41 ºF or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
8. 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: 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 ACTION:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING: 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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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, it should be disposed of.
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 Food Authority of the recalled product.
9. Identify and record whether any of the product was received in the school 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, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received.

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. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
4. 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 calendars 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 for every event. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Adapted from: National Food Service Management Institute. (2002). Responding to a Food Recall. University, MS: Author.

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 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 2001 FDA Food Code:
    - Hold hot foods at 135 ºF or above
    - Hold cold foods at 41 ºF or below
4. 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 135 ºF or above before use.
    - Reheat foods in accordance with the Reheating for Hot Holding SOP.
    - All hot potentially hazardous foods should be 135 ºF 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.

5. For cold foods held for service:
    • Verify that the air/water temperature of any unit is at 41 ºF or below before use.
    • Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
    • All cold potentially hazardous foods should be 41 ºF 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.
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 41 ºF or below.
    • Verify that the air temperature of any cold holding unit is at 41 ºF or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
    • Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF 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 ºF.
3. For cold foods:
    • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF 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.
    • Use a quick-chill unit like a blast chiller.
    • Stir the food in a container placed in an ice water bath.
    • Add ice as an ingredient.
    • Separate food into smaller or thinner portions.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.

5. Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Danger Zone 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 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 to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Personal Hygiene

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 using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Employee Health Policy.
4. Report to work in good health, clean, and dressed in clean attire.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
12. 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.
13. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. 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.

15. Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

- A designated foodservice employee will 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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP 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. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Preventing Contamination at Food Bars

PURPOSE: To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.
SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.
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.
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous 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 the food.
3. Continually monitor customers' use of the food bar 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
    - Using the same plate for subsequent trips

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 ºF or below 135 ºF.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars 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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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.

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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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 on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Organize freezer and refrigeration space, loading docks, and storerooms before
deliveries.
5. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
6. Keep receiving area clean and well lighted.
7. Do not touch ready-to-eat foods with bare hands.

8. Determine whether foods will be marked with the date arrival or the “use by” date and mark accordingly upon receipt.
9. Compare delivery invoice against products ordered and products delivered.
10. 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.
3. Confirm vendor name, day and time of delivery, as well as driver’s identification before accepting delivery. If driver’s name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. 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.
5. 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 41 ºF or below. The temperature of milk should be 45 ºF or below.
    b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it may be necessary to take the internal temperature before accepting the product.
    c. For eggs, the interior temperature of the truck should be 45 ºF or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
9. Check for foods not bought in the USA and ensure an exemption letter is on file.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
    • Frozen foods with signs of previous thawing

• Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
• Punctured packages
• Foods with outdated expiration dates
• Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

VERIFICATION AND RECORD KEEPING:
Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The 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 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Reheating Potentially Hazardous Foods

PURPOSE: To prevent foodborne 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. Follow State or local health department requirements.
3. If State or local requirements are based on the 2001 FDA Food Code, 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 135 ºF for 15 seconds for hot holding.

4. Reheat the following products to 165 ºF for 15 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
5. 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 135 ºF for 15 seconds
    - Heat leftovers to 165 ºF for 15 seconds
    - Rotate (or stir) and cover foods while heating
    - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 ºF and 165 ºF may not exceed 2 hours.
7. 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, the two temperatures/times, and any corrective action taken on the Cooking and 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 and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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.
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.
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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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.
KEY WORDS: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
9. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
10. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the 2001 FDA Food Code.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. 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.
15. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. 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. 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 Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent foodborne 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. Follow State or local health department requirements.
3. If State or local health department requirements are based on the 2001 FDA Food Code:
    - Keep frozen foods frozen during transportation.
    - Maintain the temperature of refrigerated potentially hazardous foods at 41 ºF or below and cooked foods that are transported hot at 135 ºF or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. 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 41 ºF and hot food temperatures at 135 ºF or above.
    - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
    - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. 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
7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. 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. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. 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 carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding 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 and reviewing and initialing the Receiving Log daily. All logs are kept on file for a minimum of 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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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 State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken. For example:
    - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
    - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
    - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method (preferred):
    - 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 ºF (+/- 2 ºF) or 0 ºC (+/- 1 ºC). If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
    - Immerse at least the first two inches of the probe into boiling water.
    - Allow the temperature reading to stabilize before reading temperature.

• Reading should be 212 ºF (+/- 2 ºF) or 100 ºC (+/- 1 ºC). This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.

4. 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.
5. Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The 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. The foodservice manager will review and initial the Calibration Log weekly. The Calibration Log will be kept on file a minimum of 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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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 any time 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.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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.
KEY WORDS: Fruits, Vegetables, Cross-Contamination, Washing
INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands using the proper procedure.
4. 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.
5. Follow manufacturer's instructions for proper use of chemicals.
6. 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.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 2001 FDA Food Code. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41 ºF or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.
SCOPE: This procedure applies to anyone who handle, prepare, and serve food.
KEY WORDS: Handwashing, Cross-Contamination
INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. 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.
6. Keep handwashing sinks accessible anytime employees are present.
7. 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
8. Follow proper handwashing procedures as indicated below:
    - Wet hands and forearms with warm, running water at least 100 ºF 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.
• Dry hands for at least 30 seconds if using a warm air hand dryer.
• Turn off water using paper towels.
• Use paper towel to open door when exiting the restroom.

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:

• Use hand sanitizers only after hands have been properly washed and dried.
• Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
• Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Food Safety Web Sites

FDA Center for Food Safety and Applied Nutrition, available at
http://www.cfsan.fda.gov/~lrd/haccp.html

Gateway to Government Food Safety Information, available at
www.FoodSafety.gov

Healthy School Meals Resource System, available at
http://schoolmeals.nal.usda.gov/

“Is It Done Yet?” available at
http://www.isitdoneyet.gov

“Thermy™” available at
http://www.fsis.usda.gov/Food_Safety_Education/Thermy

Thermometer Resource available at
http://www.nfsmi.org/Information/thermometer_resource.html

USDA Recipes
http://www.nfsmi.org/Information/school_recipe_index_alpha.html

Healthy School Meals Food Safety Resources
http://schoolmeals.nal.usda.gov/Safety/index.html.

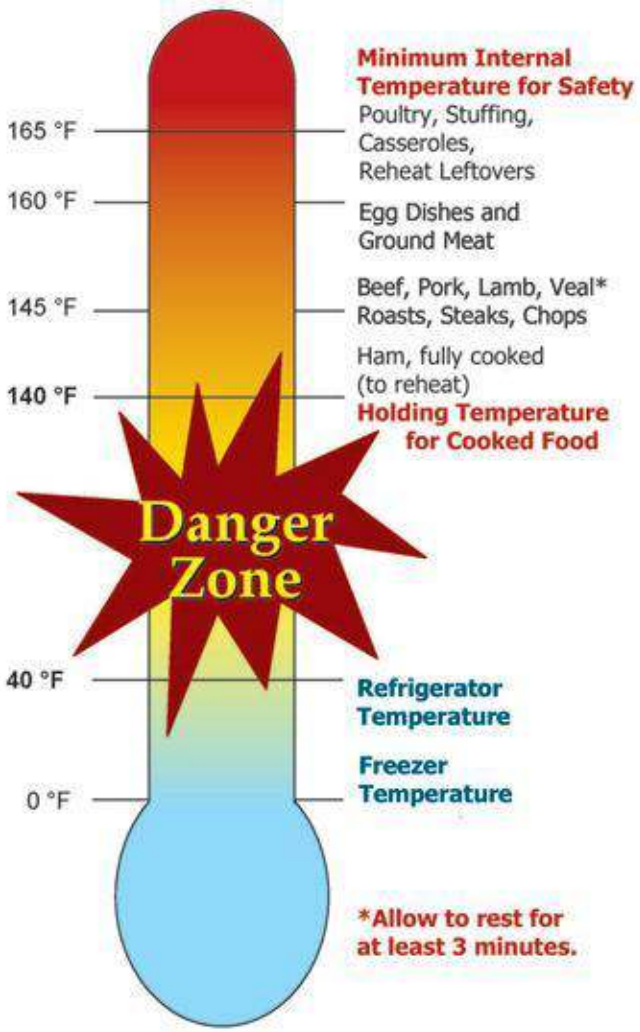
Institute of Child Nutrition
https://theicn.org/

VI. Food Preparation Action Plan

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

The Process Approach to HACCP is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu item makes
a complete trip through the temperature danger zone. The way food is prepared at each site determines into which of the three food preparation processes it will fall.

Temperature, if not controlled properly during food preparation and service, can contribute to a higher risk of foodborne illness. Therefore, it is critical to manage the temperature of food. In order to protect foods from potential hazards, it is important to keep hot foods hot and cold foods cold. It is most important to keep food out of the temperature danger zone (41ºF - 135º F).



The 5 week menu cycle is posted in the kitchen. Each menu item available for service is listed in this food safety program in the lists below. When new menu items are added, the list is updated. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach. Once the determination is made for each menu item, the food service 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 Charts in the kitchen. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

Staff:

- All foodservice 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 on a quarterly basis.
• An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document will be available in the manager's office.

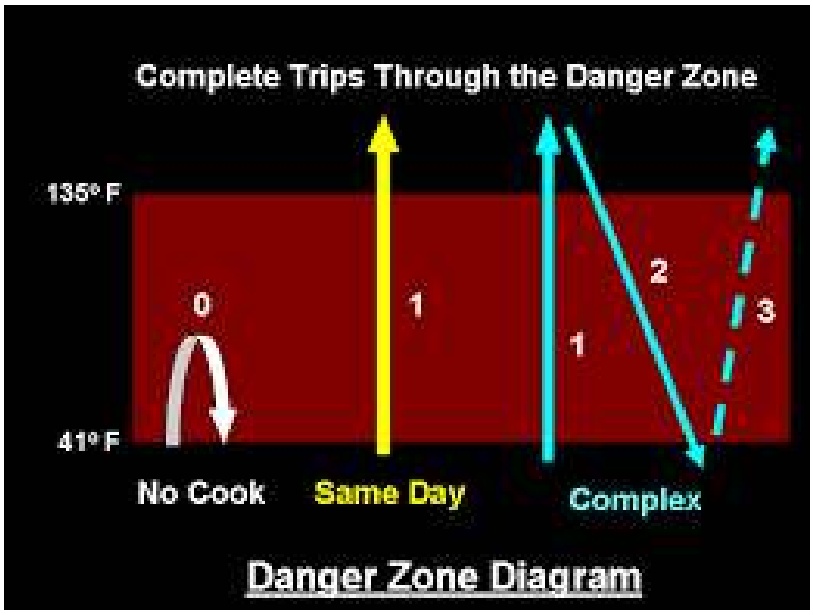
CURRENT MENU ITEMS SORTED BY PROCESS

Process 1: No Cook
Milk
Juice
Fresh Fruit
Cheese Sticks
Yoghurt
Fruit Cocktail
Applesauce
Peaches
Pears
Carrot Sticks
Salad

Process 2: Same Day Service
Baked Ziti with Meat Sauce
Chicken Nuggets
BBQ Beef
Teriyaki Chicken
Chicken Taco/Fajita
Cheese
Pizza
Chicken Patty
Hamburger
Mac and Cheese
BBQ Chicken
Meatball Sub
Fried Chicken Legs
Fried Rice
Pigeon Peas and Rice
Chicken Alfredo with Pasta
Corn Dog
Mixed Vegetables
Green Beans
Mashed Potatoes

Shredded Potatoes
Corn
Broccoli
Green Peas and Carrots
Baked Beans
Black Beans

Process 3: Complex Food Preparation
NONE – Satellite kitchen only



Dry Storage:
WG Bun
WG Dinner Rolls
WG Tortilla
WG Garlic Roll
Cereal
Muffin
Bread
Bagel
Granola Bar

Process 1 – NO COOK - Keep Below 41 ºF Degrees

Control Measures:
CCP:

- Cold Holding – Critical limit is 41 ºF degrees or below

SOP:
- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperatures of food
- Date marking of ready-to-eat food

Process 2 – COOK AND SAME DAY SERVE – Serve at 135 ºF degrees or above.

Control Measures:

CCP:
- Cooking to destroy bacteria and other pathogens

SOP:
- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria.

Process 3 – COOK, COOL, REHEAT, SERVE

Control Measures:

CCP:
- Cooking to destroy bacteria and other pathogens
- Reheating for ho holding, if applicable

SOP:
- Cooling to prevent the outgrowth of spore-forming bacteria
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation.

Each CCP includes boundaries that define safety. These boundaries or critical limits are the time and/or temperatures that must be achieved or maintained to control a food safety hazard. When critical limits are not met, the food may not be safe. The 2001 FDA Food Code (as amended August 29, 2003, in the Supplement to the 2001 Food Code) provides critical limits designed to prevent, eliminate, or reduce hazards in food.

VII. Monitoring

1. Manager Responsibilities:

- The foodservice manager will be 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
- 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.

2. Foodservice Staff Responsibilities:

- 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.

VIII. Corrective Actions

1. Documenting Corrective Actions:
   • The foodservice director or manager will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
   • The foodservice director or manager will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs.
   • Foodservice staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.
   • In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions when necessary.

IX. Recordkeeping

DOCUMENTATION (RECORDS)	DOCUMENTATION SCHEDULE
Food Production Records	
End Point Cooking Temperature	Daily
Time and Temperature for Holding	Daily
Equipment Temperature Records	
Receiving Logs	Each delivery
Freezer Food check for date mark	Daily
Cold Food check for date mark	Daily
Thermometer Calibration	Weekly (Minimum)
Storage Room Logs	Daily
Food Contact Surfaces Cleaning and Sanitizing Log	Daily
Damaged or Discarded Product Log	Daily (as needed)
Danger Zone Hot and Cold Holding Temperature Log	Daily (as needed)
Thermometer Calibration Log	Weekly
Refrigeration Log	Daily

Review Records	
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 recordkeeping 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.

Recordkeeping 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. You must document in writing the CCPs and critical limits for each category.
- 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.

X. Review of the School Food Safety Plan

The school food service manager will review the school food safety program at the beginning of each school year and when any significant changes (e.g., new equipment, new menu items, reports of illness, comments on health inspection reports, etc.) occur in the operation. The attached checklist will be used for the review

Manager's Food Safety Program Review Checklist

1. **Documents to review**
   a. **___ Standard Operating Procedures**
   b. **___ Food Preparation Process Charts**
   c. **___ Control Measures in the Process Approach (CCPs and SOPs)**
   d. **___ Corrective Actions**

2. **Monitoring recordkeeping. Choose at random one week from the previous four.**

   a. **Type of Record (SOP, CCP, Corrective Action, etc.)**

   b. **Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)**
   c. **Record Location (Where is record kept?)**

3. **Describe the strengths or weaknesses with the current monitoring recordkeeping methods.**

4. **Who is responsible for verifying that the required records are being completed and properly maintained?**

5. **Describe the training that has been provided to support the food safety program.**

6. **Do the managers and staff demonstrate knowledge of the plan?**

7. **Have there been any changes to the menu or operation (new equipment, etc.)?**

8. **Was the plan modified because of these changes?**

FOOD SAFETY CHECKLIST

Date_____ Observer_____

Directions: Use this checklist daily to determine areas in your operations requiring corrective action.
Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE **Yes No Corrective Action**

- Employees wear clean and proper uniform including shoes.---------- □ □ _____
- Effective hair restraints are properly worn.---------- □ □ _____
- Fingernails are short, unpolished, and clean (no artificial nails). ------ □ □ _____
- Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. ---------- □ □ _____
- Hands are washed properly, frequently, and at appropriate times.----- □ □ _____
- Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. ---------- □ □ _____
- Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. ---------- □ □ _____
- Employees use disposable tissues when coughing or sneezing
- and then immediately wash hands. ----------□ □ _____
- Employees appear in good health.---------- □ □_____
- Hand sinks are unobstructed, operational, and clean.---------- □ □_____
- Hand sinks are stocked with soap, disposable towels, and warm water. ---------- □ □ _____
- A handwashing reminder sign is posted.---------- □ □ _____
- Employee restrooms are operational and clean.---------- □ □ _____

FOOD PREPARATION **Yes No Corrective Action**

- All food stored or prepared in facility is from approved sources.---- □ □ _____
- Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. ---------- □ □_____
- Frozen food is thawed under refrigeration or in cold running water. ---------- □ □ _____
- Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. ---------- □ □ _____
- Food is tasted using the proper procedure.---------- □ □ _____
- Procedures are in place to prevent cross-contamination.---------- □ □ _____
- Food is handled with suitable utensils, such as, single use gloves or tongs. ---------- □ □ _____
- Food is prepared in small batches to limit the time it is in the temperature danger zone. ---------- □ □ _____
- Clean reusable towels are used only for sanitizing equipment,

surfaces and not for drying hands, utensils, or floor. ------ ---------- □ □ _____

- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ---------- □ □ _____
- The internal temperature of food being cooked is monitored and documented. ---------- □ □ _____

HOT HOLDING **Yes No Corrective Action**

- Hot holding unit is clean.---------- □ □ _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. ---------- □ □ _____
- Hot holding unit is pre-heated before hot food is placed in unit.- □ □ _____
- Temperature of hot food being held is at or above 135 ˚F.---------- □ □ _____
- Food is protected from contamination.---------- □ □ _____

COLD HOLDING **Yes NoCorrective Action**

- Refrigerators are kept clean and organized.---------- □ □ _____
- Temperature of cold food being held is at or below 41 ˚F.---------- □ □ _____
- Food is protected from contamination.---------- □ □ _____

REFRIGERATOR, FREEZER, AND MILK COOLER **Yes No Corrective Action**

- Thermometers are available and accurate.---------- □ □ _____
- Temperature is appropriate for pieces of equipment.----------□ □ _____
- Food is stored 6 inches off floor or in walk-in cooling equipment.-- □ □ _____
- Refrigerator and freezer units are clean and neat.---------- □ □ _____
- Proper chilling procedures are used.---------- □ □ _____
- All food is properly wrapped, labeled, and dated.---------- □ □ _____
- The FIFO (First In, First Out) method of inventory management is used. ---------- □ □ _____
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. ---------- □ □ _____

FOOD STORAGE AND DRY STORAGE **Yes No Corrective Action**

- Temperatures of dry storage area is between 50 ˚F and 70 ˚F or State public health department requirement.---------- □ □ _____
- All food and paper supplies are stored 6 to 8 inches off the floor.----- □ □ _____
- All food is labeled with name and received date.---------- □ □ _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.---------- □ □ _____
- The FIFO (First In, First Out) method of inventory management is used.---------- □ □ _____
- There are no bulging or leaking canned goods. ---------- □ □ _____
- Food is protected from contamination.---------- □ □ _____
- All food surfaces are clean.---------- □ □ _____
- Chemicals are clearly labeled and stored away from food and food related supplies.---------- □ □ _____
- There is a regular cleaning schedule for all food surfaces.---------- □ □ _____

CLEANING AND SANITIZING **Yes No Corrective Action**

- Three-compartment sink is properly set up for ware washing.--------- □ □ _____
- Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels).---------- □ □ _____
- Water is clean and free of grease and food particles.---------- □ □ _____
- Water temperatures are correct for wash and rinse.---------- □ □ _____
- If heat sanitizing, the utensils are allowed to remain immersed in 171 ˚F water for 30 seconds.---------- □ □ _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.---------- □ □ _____
- Smallware and utensils are allowed to air dry.---------- □ □ _____
- Wiping cloths are stored in sanitizing solution while in use.--------- □ □ _____

UTENSILS AND EQUIPMENT **Yes No Corrective Action**

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.---------- □ □ _____
- Small equipment and utensils are washed, sanitized, and air-dried.-- □ □ _____

- Work surfaces and utensils are clean.---------- □ □ _____
- Work surfaces are cleaned and sanitized between uses.---------- □ □ _____
- Thermometers are cleaned and sanitized after each use.---------- □ □ _____
- Thermometers are calibrated on a routine basis.---------- □ □ _____
- Can opener is clean.---------- □ □ _____
- Drawers and racks are clean.---------- □ □ _____
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.---- □ □ _____

LARGE EQUIPMENT **Yes No Corrective Action**

- Food slicer is clean.---------- □ □ _____
- Food slicer is broken down, cleaned, and sanitized before and after every use.---------- □ □ _____
- Boxes, containers, and recyclables are removed from site.---------- □ □ _____
- Loading dock and area around dumpsters are clean and odor-free.-- □ □ _____
- Exhaust hood and filters are clean.---------- □ □ _____
-

GARBAGE STORAGE AND DISPOSAL **Yes NoCorrective Action**

- Kitchen garbage cans are clean and kept covered.---------- □ □ _____
- Garbage cans are emptied as necessary.---------- □ □ _____
- Boxes and containers are removed from site.---------- □ □ _____
- Loading dock and area around dumpster are clean.---------- □ □ _____
- Dumpsters are clean.---------- □ □ _____

PEST CONTROL **Yes No Corrective Action**

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device.---------- □ □ _____
- No evidence of pests is present.----------□ □ _____
- There is a regular schedule of pest control by licensed pest control operator.---------- □ □ _____

Food Contact Surfaces Cleaning and Sanitizing Log

Instructions: Record time, temperatures/sanitizer concentration, as appropriate and any corrective a
form. The school nutrition manager will verify that food workers have taken the required information l
school nutrition employees and preparation procedures during the shift and by reviewing, initialing, ar
daily. Maintain this log for a minimum of 1 year.

Date and Time		Wash Temperature	Rinse Temperature	Final Rinse (Sanitization) Temperature	Heat Sensitive Tape (place here)	Sanitizer Concentration (in ppm)	Corrective Action	Employee Initials	

Damaged or Discarded Product Log

Instructions: School nutrition employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The school nutrition manager will verify that school nutrition employees are discarding damaged food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log as needed. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials /Date	Manager Initials/Date

Danger Zone Hot and Cold Holding Temperature Log

Instructions: A designated school nutrition employee will record the food item, date, time, temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Food Item	Date	Time/ Holding Temp	Time/ Holding Temp	Time/ Holding Temp	Corrective Action	Food Worker Initials	Manager Initials/ Date

Thermometer Calibration Log

Instructions: School nutrition employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The school nutrition manager will review and initial the log daily. Maintain this log for a minimum of 1 year.

Date	Thermometer Being Calibrated	Temperature Reading	Corrective Action	Initials	Manager Initials/Date

Refrigeration Log

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/ Unit Description	**Date**	**Time**	**Temperature**	**Corrective Action**	**Food Worker Initials**	**Manager Initials/ Date**