



Food Safety Plan

HACCP PLAN

Ruth Bayman, CNP Director

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ADPH

**Food Establishment/Retail Inspection Report
Foodservice Employee Health Handbook**

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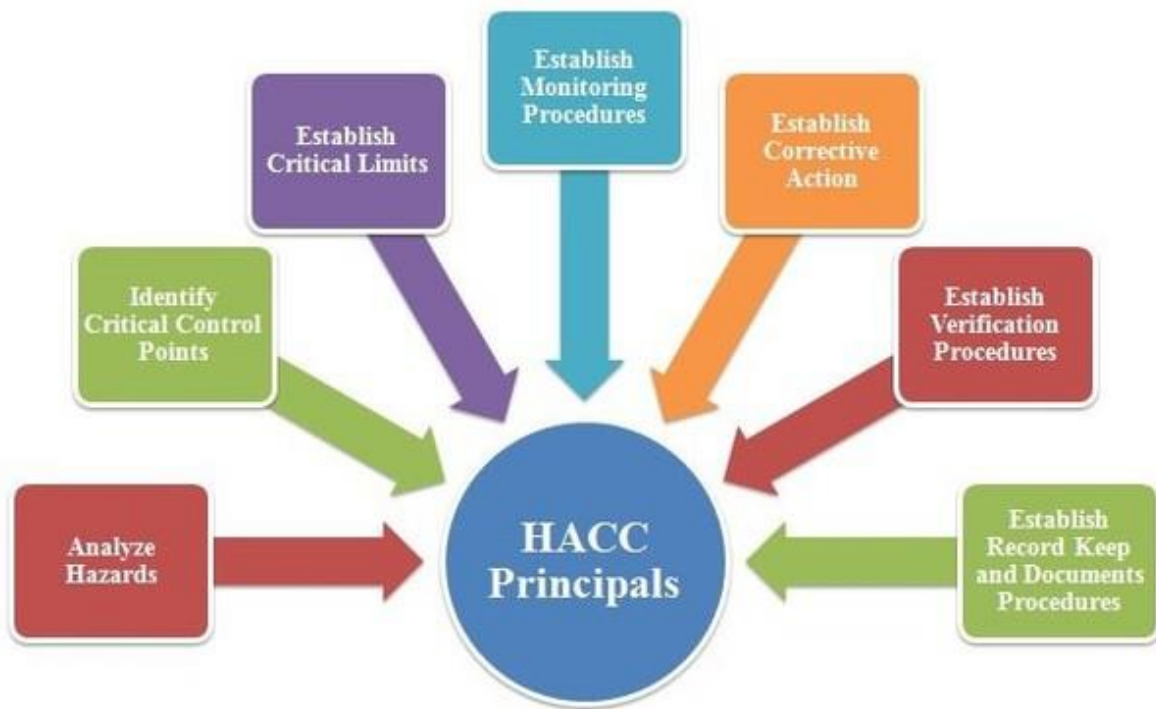
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HACCP – HAZARD ANALYSIS CRITICAL CONTROL POINTS



- HACCP is based on seven principles.
- It works with any type of food production system and with any food.
- HACCP is a food safety plan that conforms to the principles and guidance issued by the U.S. Department of Agriculture.
- 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
- A schools' HACCP Plan (Food Safety Plan) must include a written plan that tailors to its own specific program.
- 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. When properly implemented, HACCP-based food safety programs will help ensure the safety of the school meals served to children across the Nation.

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DESCRIPTION OF PROGRAM OVERVIEW AND FACILITY

PROGRAM OVERVIEW

This Program was developed in 2006 by Peggy Trantum, Child Nutrition Director, Crenshaw County School System and updated in 2018 by Ruth Bayman, Child Nutrition Director, Crenshaw County Schools.

In 2021, the plan was reviewed and revised by Ruth Bayman, CNP Director to reflect current standards. The Crenshaw County Schools HACCP Plan is now the Crenshaw County Schools Food Safety Plan.

This program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2013 FDA Food Code and the State of Alabama Public Health Department.

HISTORY

Implemented:	January 23, 2006	By: Peggy Trantum
Revised:	April 1, 2018	By: Ruth Bayman
Revised:	August 4, 2021	By: Ruth Bayman

FACILITIES

Crenshaw County Schools

- Three (3) Pre K – 12 schools
- 2468 - Enrollment SY20-21

- Brantley High School
 - 613 – Enrollment

- Highland Home School
 - 919 – Enrollment

- Luverne High School
 - 935 - Enrollment

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BRANTLEY HIGH SCHOOL**BRANTLEY HIGH SCHOOL****School Food Service Staff****1 Manager & 4 Staff Employees****Average Daily Participation**

Breakfast	208
Lunch	500

Kitchen Equipment

Convection Ovens	2
Heated Serving Counters	1
Milk Cooler	2
Mixer 60 qt	1
Pass-thru Refrigerator	1
Pass-thru Warmer	2
Walk-In Cooler	1
Walk-In Freezer	2
Tilting Kettle	1
Meat Slicer	1
Ref/Heat Combo Serving Counter	1
Refrigerated Salad Bar	1
Combination Oven	1
Steamer - Single Stack	1
Steamer - Double Stack	0

Menu

1 month with recipes/instructions in notebook in manager's office and daily menus/recipes posted in kitchen

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HIGHLAND HOME SCHOOL**HIGHLAND HOME SCHOOL****School Food Service Staff**

1 Manager & 6 Staff Employees

Average Daily Participation

Breakfast	257
Lunch	700

Kitchen Equipment

Convection Ovens	4
Heated Serving Counters	2
Milk Cooler	2
Mixer 60 qt	1
Pass-thru Refrigerator	2
Pass-thru Warmer	2
Walk-In Cooler	2
Walk-In Freezer	2
Tilting Kettle	1
Meat Slicer	1
Ref/Heat Combo Serving Counter	2
Refrigerated Salad Bar	1
Combination Oven	1
Steamer - Single Stack	1
Steamer - Double Stack	0

Menu

1 month with recipes/instructions in notebook in manager's office and daily menus/recipes posted in kitchen

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LUVERNE HIGH SCHOOL



LUVERNE HIGH SCHOOL

School Food Service Staff

1 Manager & 7 Staff Employees

Average Daily Participation

Breakfast	318
Lunch	700

Kitchen Equipment

Convection Ovens	4
Heated Serving Counters	2
Milk Cooler	2
Mixer 60 qt	1
Pass-thru Refrigerator	2
Pass-thru Warmer	2
Walk-In Cooler	2
Walk-In Freezer	2
Tilting Kettle	1
Meat Slicer	1
Ref/Heat Combo Serving Counter	2
Refrigerated Salad Bar	1
Combination Oven	1
Steamer - Single Stack	0
Steamer - Double Stack	1

Menu

1 month with recipes/instructions in notebook in manager's office and daily menus/recipes posted in kitchen

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TRAINING AND RECORD RETENTION

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FOOD SAFETY AND HACCP TRAINING PROGRAM

Purpose:

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

Scope:

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

Instructions:

1. Include basic food safety training as part of new employee orientation.
2. Require all managers to complete a food safety certification course and obtain a certificate.
3. One person who is food safety certified must be present at all times.
4. Require all employees to take a food safety certification course.
 - a. Employees will be properly trained in food safety, including food allergen awareness.
 - b. MAJOR FOOD ALLERGENS: The 8 foods identified by the law are:
 - Milk
 - Eggs
 - Fish
 - Tree nut includes walnuts, almonds, hazelnuts, cashews, pistachios, and Brazil Nuts
 - Peanuts
 - Wheat
 - Crustacean Shellfish
 - Soybeans
5. Use outside resources, such as Extension specialists, vendors, or qualified trainers to provide food safety and HACCP training.
6. Implement the ADPH Foodservice Employee Health Handbook as part of In-Service Training.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

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RECORD KEEPING AND DOCUMENTATION

Purpose:

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

Scope:

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

Instructions:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a record of employee training records.
3. The CNP manager will maintain the following records of daily operations:
 - Standardized recipes (not required by HACCP)
 - Procedures for Time/Temperature Control for Safety Food (TCS)
 - Steps that are Critical Control Points
 - Monitoring Procedures
 - Corrective Actions
 - Verification Procedures
 - Calibration Logs
 - Temperature Logs
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

EMPLOYEE ORIENTATION OF FOOD SAFETY PLAN

Purpose:

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

Scope:

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

Instructions:

1. In-service will be provided at the beginning of each year for all employees and substitutes for basic food safety procedures.
2. The director will review each point in the Food Safety Checklist with all employees. Each procedure will be discussed thoroughly with implications for food safety described.
3. Employees will read, sign, and date the statement at the end of the checklist, indicating understanding and agreement with stated procedures.
4. The director and CNP Manager will also sign and date each form.
5. Employees will receive a signed copy of the Checklist document.

Monitoring:

1. Employees will be asked questions during the session to see that they understand and are paying attention to the items being discussed.
2. A test may be administered at the end of the session.

Corrective Action:

Employees scoring less than 80% will be retrained on the points of the Food Safety Checklist.

Verification and Record Keeping:

1. A copy of the signed Food Safety Checklist document will be retained in the employees' personnel file.
2. A copy of their test and score will be retained in their personnel file.

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GENERAL SAFETY CONCERNS

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CLEANLINESS AND SANITATION - FACILITIES

Purpose:

To maintain the cleanliness and sanitation of the cafeteria

Scope:

This procedure applies to all foodservice employees

Instructions:

1. Train food service employees on the proper cleaning and sanitation procedures.
2. Train employees on the safe use of cleaning supplies and chemicals.
3. Foodservice employees will wash hands before handling service ware, food, or beverages.
4. Prepare milk cooler for student use before their arrival. Milk should be served at 40F or below. Keep cooler closed during breaks in service to maintain proper product temperature.
5. When assisting with meal service, handle all trays, dishes, and flatware by non-food contact surfaces only.
6. Inform children where to return trays, plates, and flatware. Also, inform them where disposable trash and garbage should be taken.
7. Clean and sanitize tables and counters during breaks in service.
8. Use sanitizer test kits to establish proper sanitizer levels.
9. Immediately wipe up spills as they occur. Use only designated cloths.
10. After service clean and sanitize tables, counters, and all other serving areas. Monitor milk coolers, checking for any spillage.
11. Sweep and clean floors after meals.
12. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

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CLEANLINESS AND SANITATION - FACILITIES, Continued

Monitoring:

1. The CNP Manager will:
 - monitor employees to ensure that the cafeteria is properly maintained and all foods are served safely
 - provide supplies needed to maintain the cleanliness and sanitation of the cafeteria
 - establish complete cafeteria cleaning as part of the routine cleaning schedule
 - follow up as necessary.

Corrective Action:

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

Verification and Record Keeping:

1. Keep records of cleaning schedules and cleaning rotation. Have employees check and initial the task completed. Keep all records on file.
2. Keep records of all training and in-service on proper cleaning and sanitizing procedures.
3. Keep records of the training of CNP employees on the safe use of cleaning chemicals and supplies.

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CLEANLINESS AND SANITATION – 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 all foodservice employees.

Key Words: Food Contact Surface, Cleaning, Sanitizing

Instructions:

1. Train school nutrition employees on using the procedures in the 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. Based on the FDS Food Code – 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 animals foods, such as eggs, fish, meat, poultry.
 - Any time contamination occurs or is suspected.
5. Equipment that handles time/temperature control for safety foods is cleaned at least every four hours, if the equipment is in continual use for more than four hours. Steps include:
 - Disassemble removable parts from equipment.
 - Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
 - Quaternary ammonia – 220 ppm and immerse for 30 seconds
 - Iodine – 12.5-25 ppm and immerse for 30 seconds
 - Chlorine – 50 ppm and immerse for 7 seconds
 - Wash, rinse, and sanitize all food contact surfaces of sinks, tables, utensils, thermometers, carts, and equipment that are stationary.
 - Wash surface with 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.
 - Allow all parts of the equipment to air dry.
 - Re-assemble the equipment

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Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

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FACILITY AND EQUIPMENT MAINTENANCE

Purpose:

To maintain the equipment and facilities to ensure the safety of the food served to children.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

Managers in the school foodservice operations must:

1. Monitor the maintenance of toilet facilities so that they function properly and are clean. This includes verifying that adequate supplies of liquid soap and disposable towels are available at all times.
2. Toilets and urinals may NOT be used as a service sink.
3. Take water temperature to ensure that hot and cold running water is available at all sinks.
4. Check to make sure that there is no possibility of back siphonage.
5. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
6. Verify that temperatures of all heating equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
7. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.

The Program Coordinator will:

1. Assure all equipment in the foodservice facility is well maintained.
2. Schedule preventive maintenance for selected equipment.
3. Establish a schedule for the calibration of thermometers.
4. Maintain a log of all preventive maintenance.

Monitoring:

Review temperature logs to ensure that all are being completed and to determine problem areas.

Corrective Action:

Follow up on all equipment issues or needs.

Verification and Record Keeping:

Maintain all facility and equipment documentation with HACCP records.

PEST CONTROL

Purpose:

To ensure that pests are controlled to eliminate their presence in the foodservice operation, through the use of a licensed pest control operator (PCO).

Scope:

This procedure pertains to all foodservice employees

Instructions:

1. Employees will use an integrated pest management program (IPM) using the following steps:
 - a) Deny access to pests
 - Use reputable suppliers for all deliveries.
 - Check all deliveries before they enter the foodservice department.
 - Refuse shipments that have signs of pest infestation.
 - Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
 - Report any signs of pests to the school foodservice manager.
 - Report any openings, cracks, broken seals or other opportunities for pest infestation to the school foodservice manager.
 - b) Deny pests food, water, and a hiding or nesting place
 - Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoor and outdoor). Clean up spills around garbage containers immediately. Wash, rinse, and sanitize containers regularly.
 - Store recyclables in clean, pest-proof containers away from the building.
 - Store all food and supplies as quickly as possible.
 - Keep all food and supplies at least six inches off the floor and six inches away from walls.
 - Refrigerate foods such as powdered milk, cocoa, and nuts after opening. These foods attract insects, but most insects become inactive at temperatures below 41°F.
2. Use FIFO (First In, First Out) inventory rotation.
3. Wet towels and mop heads should be taken to the laundry area at the end of each shift to minimize the risk of infestation by pests.
4. Clean and sanitize the facility thoroughly and regularly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can take shelter.

PEST CONTROL, CONTINUED

5. The PCO should decide if and when pesticides should be used in the facility. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO should store and dispose of all pesticides used in the facility. If any pesticides are stored, follow these guidelines:
 - Keep pesticides in their original containers.
 - Store pesticides in locked cabinets away from food-storage and food-preparation areas.
 - Store aerosol or pressurized spray cans in a cool place. Exposure to temperatures higher than 120°F could cause them to explode.
1. Check local regulations before disposing of pesticides. Many are considered hazardous waste.
2. Dispose of empty containers according to manufacturers' directions and local regulations.
- Keep a copy of the corresponding material safety data sheets (MSDS) on the premises.

Monitoring:

The foodservice manager will:

- Supervise daily cleaning routine.
- Check completion of all cleaning tasks daily against the master cleaning schedule.
- Review and change the master cleaning schedule every time there is a change in menu, procedures, or equipment.
- Request employee input in the program during staff meetings.
- Conduct routine inspections of the facility.
- Review infestation and control issues with PCO, take necessary steps to control and/or eliminate pests.

Corrective Actions:

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

Verification and Recordkeeping:

File PCO / IPM records with HACCP records.

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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.

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 using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, state, or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the *2013 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
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.
16. Follow state and local public health requirements.



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STORING AND USING POISONOUS OR TOXIC CHEMICALS, CONTINUED

Monitoring:

Foodservice employees 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 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. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

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ICE MACHINE USAGE

Purpose:

To see that ice is handled in a manner to ensure safety.

Scope:

This procedure pertains to all foodservice employees.

Instructions:

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

Monitoring:

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

Corrective Action:

Employees will be retrained if ice machine is not cleaned and equipment sanitized on a daily basis.

Verification and Record Keeping:

Maintain date of cleaning and employee’s initials on Cleaning Log.

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LAUNDRY AND LINEN USE

Purpose:

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

Scope:

This procedure pertains to all foodservice employees.

Instructions:

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

All employees in foodservice must:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.
2. Change cloths and aprons every four hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
3. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
4. Transfer wet mop heads to a separate designated container to be taken to the laundry at the end of each shift. This will minimize mold growth and infestation by pests.

Monitoring:

1. The foodservice manager will check that sufficient containers are available to store clean and soiled linens separately
2. Check to see that appropriate cleaning supplies are available to effectively clean all items laundered.

Corrective Action:

Linens that do not meet standards of cleanliness will be sent back for a pick up from linen company. Any worker using cloths to dry will be retrained. Dishes will be washed and dried using the correct procedures.

Verification and Record Keeping:

Any problems will be noted and filed.

MANUAL WAREWASHING



Purpose:

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

Scope:

This procedure pertains to all foodservice employees.

Instructions:

1. Employees who use warewashing sinks will be responsible for knowing how to use them properly and document concentrations and /or temperatures. Steps include:
 1. Rinse, scrape, or soak all items before washing.
 2. Wash items in the first sink in the detergent solution. Water temperature should be at least 110 °F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.
 3. Immerse or spray-rinse items in second sink. Water temperature should be at least 110 °F. Remove all traces of food and detergent. If using immersion method, replace water when it becomes cloudy, dirty, or suds appear.
 4. Immerse items in third sink filled with hot water or a chemical-sanitizing solution. If hot water immersion is used, the water temperature must be at least 171 °F. Items must be immersed for 30 seconds. If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. (Check at regular intervals with a test kit.)
 5. Water must be the correct temperature (using a Maximum/Minimum reading thermometer) for the sanitizer used. Air-dry all items on a drainboard. Do not use towels to dry items.

Proper Warewashing Sink Setup

1. WASH	2. RINSE	3. SANITIZE
110 °F Soapy Water	110 °F Clear Water	171 °F or Chemical sanitizer <u>SEE BELOW</u>

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

MANUAL WAREWASHING, CONTINUED

6. Equipment and utensils may not be rinsed after being cleaned and sanitized before air-drying unless:
 - Final rinse is applied by the maintained and properly operating Warewashing machine; and
 - Post rinse is applied only after the equipment has been sanitized by hot water or chemical means by a warewashing machine. The chemical sanitizing solution must state that rinsing off the sanitizer is necessary.
7. When using hot water to sanitize, the sanitization compartment must have a Booster heater and be provided with a rack or basket for equipment immersion.
8. A test kit must be provided to check sanitizer levels.

Monitoring:

A designated individual will observe that employees using warewashing sinks are following the correct procedure.

Corrective Action:

Employees will wash, rinse, or sanitize any equipment or utensils that were not cleaned following the SOP for manual warewashing.

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

VISITORS IN FOODSERVICE PERPARTAION AND STORAGE AREAS

Purpose:

To verify that visitors (including students, non-production staff, vendors, and volunteers) in the foodservice department will be kept to a minimum. When visitors are present, they must adhere to food safety practices followed in the department.

Scope:

All visitors in the foodservice preparation and storage areas.

Instructions:

1. Limit the access of visitors in the food production areas.
2. Provide hair restraints for all visitors in food production and storage areas who do not have adequate hair restraints.
3. Ask all visitors to wash their hands following foodservice operation's procedures.

Monitoring:

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

1. Limited access to foodservice production areas
2. Location of and proper use of hair restraints – all individuals entering the food preparation area or storage areas shall be required to wear a clean cap, visor, or hairnet.
3. Location of and proper use of hand washing stations.
4. Monitor visitors in production areas to ensure that procedures are followed.

Corrective Action:

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

Verification and Record Keeping:

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

PERSONNEL



IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

EMPLOYEE HEALTH AND PERSONAL HYGIENE

Purpose:

To prevent contamination of food by foodservice employees

Scope:

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

Instructions:

1. Train foodservice employees on practicing good personal hygiene.
2. Follow the rules of good grooming:
 - Arrive at work clean – clean hair, teeth brushed, bathe and use deodorant daily.
 - Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the food production area.
 - Wash hands following the SOP for hand washing
 - Wear appropriate clothing – clean uniform with sleeves and clean non-skid close-toed shoes that are comfortable for standing and working on floors that can be slippery.
 - Wear school-issued apron on site.
 - Do not wear apron to and from work
 - Take off aprons before using the restroom
 - Change apron when it becomes soiled or stained
3. Bandage any cut, abrasion, or burn that has broken the skin.
4. Wear single-use gloves with any cuts, sores, rashes, or lesions on the hands.
5. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
6. Any employee with a cut on the face, neck, hand or arms that has pus will be denied access to the food production area. The worker will be assigned non-food contact work or sent home. Wear a hair net or bonnet in any food production area so that all hair is completely covered.
7. Keep beards and mustaches neat and trimmed. Beard restraints are required.
8. The only jewelry allowed in the food production area is a plain band.
9. No necklaces, bracelets, or dangling jewelry are permitted.
10. No earrings, or piercing that can be removed are permitted.
11. Follow the guidelines for notification of the six (6) reportable illnesses
 - Report the following illnesses to the CNP Director
 - Norovirus (diarrhea, vomiting, nausea, stomach pain)
 - Hepatitis A
 - Shigella (diarrhea, fever, stomach pain)
 - Shiga Toxin-producing Escherichia coli (E.coli)
 - Salmonella Typhi
 - Nontyphoidal Salmonella
 - Report any flu-symptoms, diarrhea, and or vomiting to the manager. Employees with these symptoms will be sent home immediately.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

EMPLOYEE HEALTH AND PERSONAL HYGIENE, CONTINUED

12. Follow State and local public health requirements.
13. No tobacco products are allowed on school property.
14. No beverage containers are allowed in the food production area.
15. Employees are not allowed to chew gum in the cafeteria or kitchen areas.

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:

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 manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.

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REVIEWED: _____ BY: _____

WASHING HANDS

Purpose:

To prevent foodborne illness caused by contaminated hands

Scope:

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

Instructions:

1. Train individuals who prepare or serve food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedures.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keep hand washing 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 donning gloves at the beginning of a task
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After eating or drinking
 - 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



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WASHING HANDS, CONTINUED

7. Follow proper hand washing 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.
 - 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.
8. 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 **2013 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:

A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employee will be re-trained to ensure proper hand washing procedure.

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

GLOVE AND UTENSIL USE

Purpose:

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

Scope:

All employees in school foodservice that handle food.

Instructions:

1. All employees must wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
 - Beginning each new task.
 - They become soiled or torn.
 - They are in continual use for four hours.
 - Finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.
5. Managers will purchase powder-free, non-latex gloves for workers who are latex sensitive.

Monitoring:

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

Corrective Action:

1. Employees that are observed not using gloves as instructed will be re-trained to ensure proper glove use is observed.
2. Follow up as necessary.

Verification and Record Keeping:

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

EMPLOYEES EATING AND DRINKING IN THE WORKPLACE

Purpose:

To ensure that foodservice employees will eat and drink in designated areas outside of the kitchen.

Scope:

All employees in school foodservice.

Instructions:

Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas. No chewing gum is allowed by employees during the work period.

Monitoring:

1. The unit supervisor will observe employees to make sure they are eating and drinking only in designated areas.
2. Follow up as necessary.

CONTACT WITH BLOOD AND BODILY FLUIDS

Purpose:

To handle blood and other bodily fluids properly to minimize the possibility of cross contamination.

Scope:

All employees in school foodservice.

Instructions:

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

Monitoring:

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

Corrective Action:

Follow up as necessary

Verification and Record Keeping:

Document and file

TASTING METHOD

Purpose:

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

Scope:

All employees in school foodservice.

Instructions:

Use a Two Spoon Tasting Method

- Remove a sample of a product from the container with one spoon.
- Transfer the product sample onto a second spoon, away from the original food container or preparation area so that you are not leaning over the food.
- Sample the product by tasting.
-
- Never re-use a used spoon.

Note: Always use two spoons to ensure sanitary practices are being followed and the product is not contaminated.

Monitoring:

The foodservice manager will observe the food tasting practices of employees.

Follow up as necessary.

Corrective Action:

Dispose of any food that was tested using an inappropriate tasting method.

Verification and Record Keeping:

1. Foodservice manager will verify that employees are following all rules by visually monitoring foodservice employees during all hours of operation.
2. Manager will complete the Food Safety Checklist daily.
3. Manager will record any discarded food in the food production record.

PURCHASING TO STORAGE

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

PURCHASING

Purpose:

To ensure that food is purchased only from approved vendors and guarantee the safety of food served to children.

Scope:

Employees in charge of food purchases

Instructions:

1. Purchase packaged or processed foods only from suppliers who receive their products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.
2. Fresh produce may be purchased directly from local growers even though there is no inspection process for these non-potentially hazardous foods (with exception of melons and fresh alfalfa sprouts). When making direct purchases, buyers should ensure packages are clean and will maintain the integrity of the food item, as communicated through product specifications.
3. Meat and fresh shell eggs may be purchased from local producers, but because these foods are considered potentially hazardous, the products must be inspected for safety. Beef or pork that is processed in a state inspected locker may be purchased by a foodservice operation. Poultry must also be processed in a state inspected locker or facility. State inspection is sufficient if the food is purchased by a foodservice within that state. These facilities are required to have HACCP plans in place. In many states, inspection standards are more stringent than USDA regulations.
4. Only pasteurized dairy products should be purchased for service to children. Pasteurized shell or processed eggs should be purchased for menu items not receiving heat treatment or not reaching 145°F. Pasteurized apple juice and cider should also be purchased for service to children.

Monitoring:

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

PURCHASING, CONTINUED

Corrective Action:

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

Verification and Record Keeping:

1. Documentation of any irregularities in grocery deliveries are to be filed.
2. When at all possible, coordinate delivery times with vendors/suppliers to ensure that deliveries are made when they can be checked, including product temperatures.
3. Review orders and delivery information to ensure orders and product specifications are being met.

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REVIEWED: _____ 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 who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
5. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
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 of 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 the driver's name is different than 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.

RECEIVING DELIVERIES, CONTINUED

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 °F or below. The temperature of milk should be 41 °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 41 °F, 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 °F 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.

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 or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

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

STORAGE

Policy:

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

Scope:

Employees who will be receiving and storing food.

Instructions:

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

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
 - 41°F or lower – refrigerator temperatures
 - 26°F to 32°F or below – deep chill storage temperatures
 - 0°F or below – freezer temperatures
 - 50° to 70°F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
 1. Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 2. Prepared or ready-to-eat foods (top shelf)
 3. Fish and seafood items
 4. Whole cuts of raw beef
 5. Whole cuts of raw pork
 6. Ground or processed meats
 7. Raw poultry
 - Frozen foods
 - Dry foods
3. Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Place chemicals and supplies in appropriate storage areas, away from food.
6. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Make sure all goods are dated with receiving date and use-by date, as appropriate.



bottom

STORAGE, CONTINUED

8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.
9. Store time/temperature control safety foods no more than 7 days at 41°F from date of preparation.
10. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in original, labeled containers.

Storeroom sanitation

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the unit supervisor.

Temperature Control

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
 - Refrigerator temperatures should be between 36°F and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50°F and 70°F.
2. Record temperatures on the appropriate temperature log with employee initial.
3. Notify unit supervisor immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, since this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.
8. Include cleaning and sanitizing of all storage areas in the master cleaning schedule.

Monitoring:

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

Corrective Action:

Document all corrective action taken on the appropriate forms.

Verification and Record Keeping:

File all temperature logs for one year with HACCP records.

DATE MARKING EADY-TO-EAT, TIME/TEMP CONTROL FOR SAFETY 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.

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/12, 8:00 a.m.
 - Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m., or
 - Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."
2. Label ready-to-eat, time/temperature control safety foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, time/temperature control safety foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, time/temperature control safety foods at 41° F or below.
5. Serve or discard refrigerated, ready-to-eat, time/temperature control safety 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, time/temperature control safety foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/12, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/12."
 - On Tuesday, 8/2/12, the lasagna is frozen with a second label that reads, "Frozen – 8/2/12." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/12 – Tuesday, 8/2/12, only 1 day is counted towards the 7-day time period.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

DATE MAKING READY-TO-EAT, TIME/TEMP CONTROL FOR SAFETY FOOD

- On Tuesday, 8/16/12, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/12." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow State and local public health requirements.

Monitoring:

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

Corrective Measure:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

PREPARTION AND COOKING

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

USE OF THERMOMETERS

Purpose:

To take temperatures at all steps in the food flow– receiving, storage, preparation, cooking, transporting, and serving – with calibrated thermometers to ensure the safety of food served to children.

Scope:

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

Instructions:

1. Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures to measure the temperature of food items:
 - Use a calibrated thermometer.
 - Sanitize stem of thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
 - Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
 - ✓ the thickest part of the product for meat, poultry, or fish
 - ✓ the center of the item
 - ✓ between two packages of refrigerated or frozen packaged foods
 - ✓ until at least 2 inches are submersed in milk and other liquids
 - ✓ by folding the bag over the stem of the thermometer or probe for bulk milk or liquids
 - Make sure the tip of the thermometer does not poke through the food.
 - Measure the temperature for at least 15 seconds.
 - Read thermometer and record temperature.
 - Sanitize stem of thermometer and store it in protective cover in an accessible location.
2. Keep thermometers and their storage cases clean, stored safely, and easily accessible.
3. Use bi-metallic stemmed thermometers or digital thermometers. Do not use glass thermometers filled with mercury or spirits.
4. Wait at least 15 seconds for the thermometer reading to steady before recording the temperature.
5. Take 2 temperatures in different locations, since product temperatures can vary throughout the food item.
6. Insert the thermometer into liquids and hold. Do not allow the thermometer's sensing area or probe to touch the sides or bottom of the container.

USE OF THERMOMETERS, CONTINUED

Monitoring:

Review logs daily to ensure that temperatures and corrective actions are being met.
Observe employees to ensure that cross-contamination of food does not occur during temping.

Corrective Action:

Replace defective thermometers.

Verification and Recordkeeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

CALIBRATION OF THERMOMETERS

Purpose:

Thermometers will be calibrated routinely to ensure accuracy of temperatures taken and the safety of food served to children.

Scope:

Employees will calibrate thermometers on a weekly basis using the following steps:

Instructions:

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

Ice-Point Method

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

Boiling-Point Method

1. Bring clean tap water to a boil (212°F) in a deep pan.
2. Put the stem of a clean thermometer or probe into the boiling water so that the sensing area is completely submerged, but does not touch the bottom or sides of the pan. The thermometer or probe stem must remain in the boiling water for 30 seconds. Use a hot pad to hold the thermometer in the boiling water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, secure with a small wrench or pliers, and rotate the head of the thermometer until it reads 212°F (100°C).
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record calibration, including date and initials, on the **Thermometer Calibration Record**.

CALIBRATION OF THERMOMETERS, CONTINUED

Monitoring:

A designated foodservice employee will

- Inspect the procedure used in calibration of thermometers
- Review the **Thermometer Calibration Record** weekly to ensure that thermometers were calibrated.

Corrective Action:

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

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees who are calibrating thermometers.

- Thermometer Calibration Record logs will be kept for one year.

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.

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as, when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

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

USING SUITABLE UTENSILS WHEN HANDLING READY-TO-EAT FOODS

Corrective Action:

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

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ 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.

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 or by using chemicals that comply with the *2013 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
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.
10. Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking, Ready-to-Eat, time/temperature control safety food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow State and local public health requirements.

Monitoring:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

WASHING FRUITS AND VEGETABLES

Corrective Action:

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

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

THAWING FOODS

Purpose:

To thaw foods using appropriate practices to ensure food safety.

Scope:

All foodservice employees.

Instructions:

1. Employees thawing food should use one of four acceptable methods for thawing food:
 - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
 - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - Thaw the product in the microwave if product will be cooked immediately.
 - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed foods, unless they are first cooked or processed.
4. Reduced oxygen packaged (vacuum packaged in an impermeable bag or Sous Vide) frozen fish that bears a label indicating that it is to be kept frozen until time of use shall be removed from the reduced oxygen environment:
 - a. (1) Prior to its thawing under refrigeration; or
 - b. (2) Prior to, or immediately upon completion of, its thawing

Monitoring:

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

Corrective Actions:

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

Verification and Record Keeping:

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

COOKING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

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.

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. Follow State or local health department requirements regarding internal cooking temperatures.
4. Cook products to the following temperatures below:
5. Take end-point cooking temperatures.
6. Record the end-point cooking temperature on the **Service Temperature Record**.
7. Use batch cooking to reduce holding time of foods.
8. Allow temperature of cooking equipment to return to required temperatures between batches.
9. Do not use hot holding equipment to cook or reheat foods.
10. Plant Foods must be heated to 135°F.
11. Prepare raw products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.
12. 145°F for 15 seconds
 - a. Seafood, beef, and pork
 - b. Eggs cooked to order that are placed onto a plate and immediately served
13. 155°F for 15 seconds
 - a. Ground products containing beef, pork, or fish
 - b. Fish nuggets or sticks
 - c. Eggs held on a steam table
 - d. Cubed or Salisbury steaks
14. 165°F for 15 seconds
 - a. Poultry
 - b. Stuffed fish, pork, or beef
 - c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
15. 135°F for 15 seconds

"Plant Food" – Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.

COOKING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, **CONTINUED**

16. Non-continuous cooking of raw animal foods is allowed, but a plan must be submitted to and approved by the health department before beginning.

Maintain food Contact Surfaces:

1. Use color-coded cutting boards for all products.
 - Red for meat
 - Green for vegetables or fruits
 - Yellow for breads
2. Clean and sanitize all food contact surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish, prior to using for raw fruits and vegetables and ready-to-eat foods. Cleaning and sanitizing **MUST** be done separately in order to be effective.

Monitoring:

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

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.

Discard any food that is contaminated during preparation.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two (2) temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log. Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Log are kept on file for a minimum of one year.

REHEATING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

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.

Instructions:

1. Train foodservice employees who prepare or serve food on using a food thermometer and how to reheat foods using this procedure.
2. Follow State or local health department requirements regarding reheating temperatures.
3. Heat processed, ready-to-eat foods from a package or can, such as, canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 145 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F 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 140 °F for 15 seconds
 - Heat leftovers to 165 °F 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 °F and 165 °F may not exceed 4 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

Use a clean, sanitized, and calibrated probe thermometer.

Take at least two internal temperatures from each pan of food.

Corrective Action:

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

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

COOLING TIME/TEMPERAURE CONTROL FOR SAFETY FOOD

Purpose:

To prevent foodborne illness by ensuring that all time/temperature control safety foods are cooled properly.

Scope:

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

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 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 – ice paddles and chill sticks can be used to stir foods through the chilling process. Stirring food with these cold paddles chills foods very quickly.
 - Add ice as an ingredient.
 - Using rapid cooling equipment (blast chillers, etc.)
 - Using containers that facilitate heat transfer (metal vs. plastic)
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items like salads.
 - Other effective methods
5. Follow State or local health department requirements regarding required cooling parameters.
6. Chill cooked hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41°F within the 6 hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

COOLING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, CONTINUED

Factors that affect how quickly foods will cool down:

1. Size of the food being cooled – the thickness of the food or distance to its center plays the biggest part in how fast a food cools.
2. Density of the food – the denser the food, the slower it will cool.
3. Container in which food is stored – stainless steel transfers heat from foods faster than plastic. Shallow pans allow the heat from food to disperse faster than deep pans.

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

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 41 °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 45 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

PREPARING COLD FOODS

Purpose:

To prepare foods that will be held at 41 °F, temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. To prepare all cold foods using appropriate practices and procedures to ensure safety and sanitation.

Scope:

All employees involved in the production of cold foods.

Instruction:

1. Pre-chill ingredients for foods served cold (sandwiches and salads) to 41°F or below before combining.
2. Prepare foods at room temperature in 2 hours or less, working with small batches of food items. TOTAL time of food at room temperature must not exceed 4 hours. This includes time spent at receiving, assembly and holding.
3. Prepare raw products away from other products. This reduces the opportunity of cross contamination with any ready-to-eat foods.
4. Discard thawed time/temperature control safety foods that have been above 41°F for more than 4 hours.
5. Maintain food contact surfaces using color-coded cutting boards designated for products not receiving further heat treatment.
6. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables, and ready-to-eat foods. Cleaning and sanitizing steps MUST be done separately in order to be effective.
7. Take temperatures:
 - Use a calibrated thermometer to take the temperatures of designated food products.
 - Wipe the thermometer stem with alcohol wipes prior to and after taking the temperatures of each food; or wash thermometer stem in hot, soapy water, rinse, and dip in sanitizing solution.
 - Record temperatures in the **Service Temperature Record**.

PREPARING COLD FOOD, CONTINUED

8. Cut leafy greens and fresh cut tomatoes are added to the list of foods that must be time/temperature controlled for safety (TCS). Date marking rules will apply.
- “Cut Leafy Greens” – Cut, shredded, sliced, chopped, or torn
 - Examples: Lettuces, Spring Mix, Spinach, Cabbage, Kale, Arugula, etc.
 - Does NOT include Herbs such as parsley and cilantro
 - Options for taking temperature:
 - Insert the tip of a probe thermometer into the thicker portion of stem
 - For sealed bags, put probe between two bags (compression) or fold bag over the probe
 - Use time as a control
 - Room temp-41 °F in 4 hours after cutting
 - Remove from refrigeration for up to 4 hours before being discarded

Monitoring:

Manager will monitor these procedures daily.

Corrective Actions:

1. Refrigerate foods until food temperature is less than 41°
2. Discard food if it cannot be determined how long the food temperature was above 41 °F.

Verification and Record Keeping:

File logs in HACCP records

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

TRANSPORTING

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

BREAKFAST IN THE CLASSROOM

Purpose:

Foodservice employees, teachers and other school staff with breakfast preparation, set up, service and clean up responsibilities will work together to ensure that breakfast in the classroom is safe to eat and that appropriate food safety measures are followed when there are leftover breakfast items.

Instructions:

Teachers and other school employees with breakfast set up, service and clean up duties in the classroom will:

1. Observe appropriate food handling techniques such as:
 - a. Wash hands prior to distributing meals.
 - b. Keeping cold and hot items in transporters until time of meal service.
 - c. Serving meals as soon as possible when delivered to classroom.
 - d. Encouraging students to wash hands prior to meal service.
2. Discarding leftover food that has been served to students and any cold or heated food products that have been removed from the transporters immediately following the meal service in appropriate receptacles. **Note:** All heated items will be discarded after breakfast service to maintain product integrity and as food safety measure.
 - a. Following established procedures for returning/discarding menu items that have not been served to students.
 - b. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.

Promptly returning portable cold storage units and other equipment to the school foodservice.

3. Record student meals at the point of service using the roster provided by the food service. Teacher shall return the roster to the food service on a daily basis.

The food service manager/supervisor will:

1. Develop and share procedures for ordering breakfasts for service in the classroom and any anticipated changes in counts.
2. Arrange for an appropriate time for delivery.
3. Use the appropriate and suitable portable cold storage transporters (such as coolers) and cooling devices and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
4. Use the appropriate and suitable portable hot holding transporters and the equipment items to ensure that heated time/temperature control safety foods items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** All heated items will be discarded after breakfast service to maintain product integrity and as food safety measure.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

BREAKFAST IN THE CLASSROOM, CONTINUED (PART 2)

5. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
6. Routinely visit classrooms to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
7. Monitor food waste to determine if menu revisions or changes in number of items packed based on what students take under Offer versus Serve policy.
8. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.

Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken

The director will.

1. Plan Breakfast menus with food safety in mind.
2. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
3. Obtain suitable portable hot holding transporters and the equipment items to ensure that heated time/temperature control safety menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** All heated items will be discarded after breakfast service to maintain product integrity and as food safety measure.
4. Assist manager as needed with the operation of Breakfast in the Classroom

All school foodservice staff who prepare and/or pack breakfast for service in classroom will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack breakfast according to the planned servings and make necessary modifications for anticipated changes in the counts.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

BREAKFAST IN THE CLASSROOM, CONTINUED (PART 3)

3. Follow all standard operating procedures during food preparation to minimize contamination and time/temperature control safety foods are left between 41° F. and 135°F. which includes:
 1. Keeping cold items under refrigeration until time of transport to classrooms' Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery to the classroom.
 2. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
3. Place all time/temperature control safety in portable cold storage units to maintain temperature during delivery.
4. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All school foodservice staff receiving returned food items and transporters will:

- Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
- Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
- Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other time/temperature control safety cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
- Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
- Store utensils, transporters, pans and other items to minimize contamination.

SACK LUNCHES

Purpose:

Foodservice employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

Scope:

This procedure applies to all food service employees and any school staff handling sack lunches for students.

Instructions:

1. School foodservice employees must follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Teachers or school staff must place the order at least two weeks before the event and confirm final count three days prior to the event.
5. Teachers or school staff must observe appropriate food handling techniques such as:
 - Wash hands prior to distributing meals.
 - Maintain cold temperatures of food.
 - Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
 - Return all equipment to the school foodservice department within 24 hours of the event.

Monitoring:

1. The CNP Manager will take and monitor orders from teacher/staff.
2. The CNP Manager will observe all foodservice employees to ensure that they are following standard operating procedures.
3. The CNP Manager will accept and inspect returned equipment. If equipment is not returned or is returned damaged appropriate steps will be taken to retrieve the equipment or make replacements of equipment.
4. The CNP Manager will follow up as necessary.

Corrective Action:

1. Employees who fail to demonstrate a working knowledge of food safety principles and personal hygiene standard operating procedures will be retrained.
2. Teachers/staff who fail to demonstrate a working knowledge of sack lunch guidelines and procedures will be retrained and follow up will be conducted.

Verification and Record Keeping:

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

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

EMERGENCIES

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

OPERATING WITHOUT POWER

PURPOSE: To prevent foodborne illness and reduce cross contamination of food during power failure.

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

KEY WORDS: Foodborne illness, cross contamination, power failure, holding temperature, cooking temperatures.

INSTRUCTIONS:

1. Train all employees on SOPs for Cooking and Cooling time/temperature control safety Foods; Holding Hot and Cold time/temperature control safety Foods; Reheating time/temperature control safety Foods; Washing Hands; and Sanitizing.
2. If meal cannot be completed within the SOPs, a sack lunch of non perishable food items will be served.
3. If power is not restored before food temperatures reach the danger zone of 41-135 degrees F, foods will be moved to another location, or a refrigerated truck will be available for foods to be stored in until power is restored.

MONITORING:

A foodservice manager will check temperatures and observe temperature logs during the power failure. Sanitation and hand washing procedures will also be observed during this time.

CORRECTIVE ACTION:

If power is restored, foods can be re-heated to appropriate temperatures or chilled by using an ice bath in the cooler. Foods held for 4 hours will be discarded.

VERIFICATION AND RECORD KEEPING:

Foodservice manager will initial temperature logs and production records to verify food temperatures, holding time and storage/discarding/usage of the food item. The record will be maintained for a minimum of one year.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

OPERATING WITHOUT HOT WATER

PURPOSE: To prevent or reduce the risk of foodborne illness by insuring that food is not contaminated by equipment, food-contact surfaces, and utensils that have not been properly sanitized or by contaminated hands

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

KEY WORDS: Contaminated, sanitized, hand washing

INSTRUCTIONS:

1. If power is on, water will be heated to use in the three compartment sinks, for sanitizing food contact surfaces, and hand washing
2. In the event of power failure, chemical sanitizers will be used in sinks, for sanitizing food contact surfaces and for hand washing
3. Train employees on SOP for Using Suitable Utensils

MONITORING:

Foodservice manager and assistant manager will visually observe that hot water is prepared or that chemical sanitizers are used until hot water is restored and that proper utensils are used to prevent direct hand contact with the food.

CORRECTIVE ACTION:

Food that comes into contact with surfaces, utensils, or equipment that has not been properly sanitized will be reheated to 165° F or discarded immediately. Ready-to-eat food touched with bare hands or comes in contact with unsanitary contact surfaces will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager or assistant manager will verify that foodservice workers are properly sanitizing and handling ready-to eat foods during all hours of operation. The manager or assistant manager will record any discarded food on the production record. The record will be maintained for a minimum of one year.

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

HOLDING AND SERVING

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

HOLDING HOT AND COLD TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

Purpose:

To prevent foodborne illness by ensuring that all time/temperature control safety foods are held at the proper temperature.

Scope:

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

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures.
3. Alabama requirements based on the *2013 FDA Food Code* are as follows:
 - Hold hot foods at 135 °F or above; and
 - Cold foods at 41 °F or below.
4. Preheat steam tables and hot boxes.

Holding Hot Foods:

1. Prepare and cook only as much food as is needed (i.e. Use batch cooking).
2. Reheat foods only in appropriate cooking equipment (oven, steamer, microwave, steam-jacketed kettle) to 165 °F, then transfer to holding equipment. Hot holding equipment should never be used to reheat foods.
3. Use hot-holding equipment that can keep hot foods at 135 °F or higher.
4. Follow manufacturer's instructions in using hot-holding equipment. *Indicate the method that must be used for your hot-holding equipment. (For example – you may need to indicate that the steam table wells need to be filled with hot water and at what level.)*
5. Keep foods covered to retain heat and to keep contaminants from falling into food.
6. Measure internal food temperatures at least every two (2) hours using a probe thermometer. Record temperature in a food temperature log.
7. Discard hot foods after four (4) hours if they have not been properly held at or above 135°F.
8. Do not mix freshly prepared foods with foods being held for service to prevent cross-contamination.

Holding Cold Foods:

1. Use cold-holding equipment that can keep cold foods at 41 °F or lower.
2. Measure internal food temperatures at least every two hours using a probe thermometer. Record temperatures in a food temperature log.
3. Protect cold foods from contaminants with covers or food shields.
4. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used in a display should be self-draining. Wash and sanitize drip pans after each use.

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HOLDING HOT AND COLD TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (PART 2)

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-held foods:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot time/temperature control safety foods should be 135 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling SOP.
 - All cold time/temperature control safety foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
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 SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

HOLDING HOT AND COLD TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (PART 3)

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 140 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours.
- Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk- in or reach- in cooler.
- Stir the food in a container placed in an ice water bath.
- Add ice as an ingredient.
- 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 45 °F.

Verification and Record Keeping:

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

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SERVING FOOD

Purpose:

To ensure that food is served in a manner to ensure food safety.

Scope:

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

Instructions

1. Train foodservice employees who serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow local health department requirements regarding required hot and cold holding temperatures.
 - Hold hot foods at 135 °F or above
 - Cold foods at 41 °F
3. Use proper hand washing procedures to wash hands and exposed arms prior to serving food.
4. Use suitable utensils when serving ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil Wrap
 - Tongs, spoodles, spoons, and spatulas
5. Train foodservice employees who serve food on the correct use of a food thermometer.
6. Clean the area on and around the service line, using warm soapy water.
7. Sanitize the area on and around the service line, using an approved sanitizer.
8. Wipe down area before service begins, and as needed throughout service.
9. Cloths used for cleaning food spills shouldn't be used for anything else.
10. Store utensils properly, with the handle extended above the container, or on a clean, sanitized food-contact surface.
11. Use serving utensils with long handles to keep hands away from the food item.
12. Clean and sanitize utensils before using them, and use separate utensils for each food item.
13. Handle glassware and dishes properly, in a sanitary fashion.
14. Hold flatware and utensils by the handles.
15. Take temperatures of foods at the beginning of each service period.
16. Take temperatures of foods when changing pans of food to assure proper serving temperatures are achieved.

SERVING FOOD, CONTINUED

Monitoring

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

Corrective Action:

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

Verification and Record Keeping:

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

CONSUMER ISSUES

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REVIEWED: _____ BY: _____

RESPONDING TO FOODBORNE ILLNESS COMPLAINT

Purpose:

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

Scope:

All foodservice employees.

Instructions:

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

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FOOD SAFETY IN EMERGENCY SITUATIONS

Purpose:

To train foodservice personnel to be knowledgeable about food handling procedures affecting food safety in case of district or building emergencies.

Scope:

All employees in the foodservice department.

Instructions:

1. Follow established procedures related to handling food safely during emergencies.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
 - Menu changes
 - Staff notification systems – phone trees, etc.
 - Transportation of food to satellite units – transport and return
 - Food disposal procedures
 - When food is wholesome but service has been interrupted.
 - When food is no longer wholesome because of improper holding temperatures, fire, smoke, chemicals, fumes, etc.

Monitoring:

The foodservice director or unit supervisor will:

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

Corrective Action:

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

Verification and Record Keeping:

File documentation with HACCP records.

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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.

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HANDLING A FOOD RECALL, CONTINUED

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 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 each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

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FOOD PREPARATION ACTION PLAN

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

- The monthly menu is posted in the kitchen.
- Each menu item available for service is listed in this food safety program in the table 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 charts attached.
- 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 with an explanation of the Process Approach, taken from the USDA HACCP guidance document, will be available in the manager's office.*

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PROCESS APPROACH

PROCESS APPROACH

***LISTED ON EACH RECIPE ALONG WITH
CRITICAL CONTROL POINT (CCP) AS OF
8/2013 P.TRANUM.***

Process 1 -NO COOK

Keep Food Below 41 °F Degrees

Menu Item	Recipe #
See Individual Recipes	

Control measures

CCP:

- Cold holding – Critical limit is **41° F** 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

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Process 2 -COOK AND SAME DAY SERVE**Cook to Correct Temperature. Serve at 135 °F or above**

Menu Item	Recipe Number	Cooking Temperature
See Individual recipes		

Control Measures

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted above.)

SOP:

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

Process 3-COOK, COOL, REHEAT, SERVE**Limit Time in the Danger Zone (41 °F – 135°F)**

Menu Item	Recipe Number	Cooking Temperature	Cooling Temperature	Reheating Temperature
		See Individual Recipes		

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MONITORING

Manager Responsibilities:

- The foodservice manager at each site 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. (Specific details regarding monitoring are addressed in each SOP.)
- Monitoring will be a constant consideration. However, the manager will use the Food Safety Checklist to formally monitor foodservice staff at least once per week.

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 (SOPs).

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CORRECTIVE ACTIONS

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.

Training:

- 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.
- Guidance on most common specific corrective actions will be listed in this food safety program and will be posted in an accessible location in the kitchen.

Corrective actions for common problems are attached.

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

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CORRECTIVE ACTIONS

Event	Corrective Action	
Receiving temperature for refrigerated product is at 47° F	Reject product	
Temperature of hamburger patties after standard cooking time is 150° F	Continue cooking to 165 °F for 15 seconds.	
Food service staff handles raw poultry and then begins to cut up raw fruit	Instruct staff to wash hands immediately, discard fruit that has been cut up	
Leftover chili placed in refrigerator is at 80° F after 2 hours	Immediately reheat chili to 165 °F for 15 seconds, divide and place in shallow pans in refrigerator, loosely covered. Cool to 70 °F within 2 hours or less, and to 45 °F or less in an additional 4 hours. If these times and temperatures are not met, discard.	

Note: For the purpose of this sample document, only a few corrective actions have been described. In an actual food safety program, all applicable corrective actions should be documented and included in the written program.

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CORRECTIVE ACTIONS – Freezer

ALL FREEZERS SHOULD BE AT 0°F (32°C) OR COLDER

Always record time and temperature.

1. If any freezer is registering above 10° F, it should be determined if the freezer is in a defrost cycle.
2. If the freezer continues to go above 10° F, but is maintaining well below freezing temperature of 32° F (this may take an hour or so to determine) contact the CNP Coordinator or her secretary.
3. If the freezer nears 25° F and is warming, contact the CNP Coordinator or designated individual immediately.
4. If you are unable to reach the Director/Coordinator, contact the CNP Coordinator's secretary.
5. In the event that both Coordinator and secretary are absent, contact the maintenance supervisor.

Phone numbers:

CNP Director, Ruth Bayman	334-335-6519 x 9204	cell 268-
2807		
CNP Secretary, Fran Hughes	334-335-6519 x 9212	
Maintenance, Paige McVay	334-301-3712	
Superintendent, Dodd Hawthorne	334-429-1254	

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CORRECTIVE ACTIONS - Coolers/Refrigeration Units

ALL REFRIGERATION UNITS SHOULD BE AT 34 TO 41° F

Always record time and temperature

1. If any refrigeration unit is registering warmer, it should be determined if the unit is in a defrost cycle. It should also be determined if the coils are dirty and if so - cleaned immediately.
2. If the temperature drops below 30° F or rises above 41° F and stays there (this may take an hour or so to determine), contact the CNP Coordinator's office immediately.
3. If you are unable to reach he or she, contact the maintenance supervisor or other designated individual.

Phone numbers:

CNP Director, Ruth Bayman	334-335-6519 x 9204	cell 268-2807
CNP Secretary, Fran Hughes	334-335-6519 x 9212	
Maintenance, Paige McVay	334-301-3712	
Superintendent, Dodd Hawthorne	334-429-1254	

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RECORD KEEPING SCHEDULE

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

Staff Responsibility:

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

Record Keeping Procedure:

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

The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information

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REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

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

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GLOSSARY

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

APPROVED SOURCE: An acceptable supplier to the 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 (41 °F) and (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.

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

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

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

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

HACCP: Hazard Analysis and Critical Control Point.

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

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

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

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

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

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

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

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

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

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

PERSONAL HYGIENE: Individual cleanliness and habits.

POTENTIALLY HAZARDOUS FOOD (TIME/TEMPERATURE CONTROL SAFETY FOODS): 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.

* **SFA:** School Food Authority

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REVIEWED: _____ BY: _____

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.

TIME/TEMPERATURE CONTROL SAFETY FOODS formerly 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.

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REVIEWED: _____ BY: _____

FORMS AND CHECKLISTS

IMPLEMENTED: 8/4/2021 BY: RUTH BAYMAN REVISED: _____ BY: _____

REVIEWED: _____ BY: _____

EMPLOYEE TRAINING PLANNER

School System_____

Date_____

Lesson Title_____

Behavioral Objectives

[illegible]

Teaching Materials/Resources

Presentation

[illegible]

Corrective Actions Form

[illegible]

Food Safety Program - Manager Review Checklist

1. Documents to review

- ☐ Standard Operating Procedures
- ☐ Food Preparation Process Charts
- ☐ Control Measures in the Process Approach (CCPs and SOPs)
- ☐ Corrective Actions

2. Monitoring record keeping. Choose at random one week from the previous four.

Type of Record (SOP, CCP, Corrective Action, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

3. Describe the strengths or weaknesses with the current monitoring or record keeping 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.

Food Safety Program Manager Review Checklist, Continued

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 check list 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

- Food is handled with suitable utensils, such as single use gloves or

tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The internal temperature of food being cooked is monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	_____

HOT HOLDING

	Yes	No	Corrective Action
• Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of hot food being held is at or above 135 °F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

COLD HOLDING

	Yes	No	Corrective Action
• Refrigerators are kept clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of cold food being held is at or below 41 °F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____

REFRIGERATOR, FREEZER, AND MILK COOLER

	Yes	No	Corrective Action
• Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature is appropriate for pieces of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored 6 inches off floor or in walk-in cooling equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is properly wrapped, labeled, and dated.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____

LARGE EQUIPMENT

	Yes	No	Corrective Action
● Food slicer is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food slicer is broken down, cleaned, and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Boxes, containers, and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Loading dock and area around dumpsters are clean and odor-free.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

GARBAGE STORAGE AND DISPOSAL

	Yes	No	Corrective Action
● Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Dumpsters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PEST CONTROL

	Yes	No	Corrective Action
● Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____