Harvest Christian Academy
HACCP Food Safety Plan

New Castle Campus
899 East Basin Road
New Castle, Delaware 19720
302.276.7581

Wilmington Campus
2205 Lancaster Avenue
Wilmington, Delaware 19805
302.654.2613

Table of Contents

Description of Program & Facility

Harvest Christian Academy ("Harvest") provides high quality childcare and education to children 6 weeks old through 12th grade. We participate in the Child and Adult Food Care Program ("CACFP") for our daycare and preschool program, and the Delaware School Nutrition Program ("SNP"), the Seamless Summer Option ("SSO") and the Summer Food Service Program ("SFSP") for our school age program.

This School Food Safety Program ("Program") was created in April of 2022 to ensure the delivery of safe foods to children in our school by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service. This includes preventing food safety hazards that might arise during all aspects of food service.

Specifically, this Program will prevent two types of hazards:

- Hazards specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.). We control these hazards by identifying Critical Control Points ("CCPs") and implementing measures to control the occurrence or introduction of those hazards.
- Nonspecific hazards that affect all foods, such as poor personal hygiene. We control these hazards by developing and implementing Standard Operating Procedures ("SOPs").

This Program was developed using Hazard Analysis and Critical Control Point ("HACCP") principles and following the State of Delaware Food Code and USDA Guidance for School Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles. This program will be reviewed on a monthly basis through the end of the 2022-2023 school year, and annually thereafter, at the start of each school year, or more often as needed, by the Kitchen Manager and the Nutrition Administrator, using the Manager's Checklist.

Average Number of Meals Served Daily

We serve breakfast, lunch and afternoon snack daily, Monday-Friday, to 140 children.

Foodservice Employees

Kitchen Manager, a Cook, two Kitchen Aids and a Nutrition Administrator

Kitchen Manager Responsibilities:

- The Kitchen Manager will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The Kitchen Manager will also be responsible for monitoring the overall performance of all SOPs.
- Monitoring will be a constant consideration. However, the Kitchen Manager will use the Food Safety Checklist to formally monitor foodservice staff on a daily basis.
- The Kitchen Manager will be responsible for developing predetermined corrective actions for the most common deviations from control measures including CCPs and SOPs.

- The Kitchen 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.

Foodservice Staff Responsibilities:

- Foodservice staff is responsible for monitoring individual CCPs in the handling and preparation of food.
- Foodservice staff is responsible for monitoring control points as defined in the SOPs.

Kitchen Equipment
We have two locations, each with a full-service kitchen containing:

- 1 Oven
- 1 Stove
- 1 Refrigerator
- 1 Freezer
- 1 Dishwasher
- 2-3 Prep-tables
- 1 Three Compartment Sinks
- 1 Dry goods storage closet and shelves.

Menus
At Harvest, we rotate three monthly menus each quarter.

Standard Operating Procedures

All foodservice employees will be trained upon hire, or upon initial implementation of this Program, on the following SOPs. Harvest will provide ongoing training, as needed, to ensure compliance. All training will be documented in the Training Log. Harvest employees follow these step-by-step SOPs for routine food service tasks that affect the safety of food ('nonspecific' hazards) and for tasks that are a part of the HACCP-based plan (specific hazards). Adherence to these SOPs enables us to effectively control and prevent hazards.

Personal Hygiene

All Harvest employees are trained in, and must follow, the Health Policies as outlined in our Parent & Employee Handbooks. Foodservice employees are excluded from entering the kitchen or interacting with food while ill.

Purpose: To prevent contamination of food by foodservice employees

Procedures:
All foodservice employees must:

- Report to work in good health, clean and dressed in clean attire
- Wear suitable and effective hair restraints while in the kitchen

- Change apron when it becomes soiled
- Wash hands properly, frequently and at the appropriate times as stated in the Harvest Handwashing Policy in the Parent Handbook.
- Keep fingernails trimmed, filed and maintained so that the edges are cleanable and not rough
- Avoid wearing artificial fingernails and fingernail polish or wear single-use gloves if artificial fingernails or fingernail polish are worn
- Do not wear any jewelry except for a plain ring such as a wedding band
- Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
- Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
- Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated
- Taste food the correct way:
    - Place a small amount of food into a separate container.
    - Step away from exposed food and food contact surfaces.
    - Use a teaspoon to taste the food.
    - Remove the used teaspoon and container to the dish room.
    - Never reuse a spoon that has already been used for tasting.
    - Wash hands immediately.
- Follow State and local public health requirements.

Monitoring:
The Kitchen Manager will inspect employees when they report to work to be sure that each employee is following this SOP, and will monitor to ensure 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 Kitchen Manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.

The Kitchen 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.

Hand Washing

This Hand Washing Policy is to be used in addition to the general Hand Washing Policy stated in the Harvest Parent Handbook.

Purpose: To prevent foodborne illness caused by contaminated hands

Procedures:

- Handwashing signs or posters are posted, in a language understood by all foodservice staff, near all handwashing sinks, in food preparation areas and restrooms.
- Use designated handwashing sinks for handwashing only. Do not use food preparation, utility or dishwashing sinks for handwashing.
- Provide warm running water, soap and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
- Keep handwashing sinks accessible anytime employees are present.
- Wash hands:
    - Before starting work
    - During food preparation
    - When moving from one food preparation area to another
    - Before putting on or changing gloves
    - After using the toilet
    - After sneezing, coughing, or using a handkerchief or tissue
    - After touching hair, face, or body
    - After smoking, eating, drinking, or chewing gum or tobacco
    - After handling raw meats, poultry, or fish
    - After any clean up activity such as sweeping, mopping, or wiping counters
    - After touching dirty dishes, equipment, or utensils
    - After handling trash
    - After handling money
    - Any time the hands become contaminated
- Follow proper handwashing procedures as indicated below:
    - Wet hands and forearms with warm, running water (at least 100°F) and apply soap.
    - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
    - Dry hands and forearms thoroughly with single-use paper towels.
    - 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.
- Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
    - Use hand sanitizers only after hands have been properly washed and dried.
    - Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

The Kitchen Manager will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action:
Employees who are observed not washing their hands at the appropriate times, or not using the proper procedure, will be asked to wash their hands immediately. The employee will be re-trained to ensure proper handwashing procedure.

Verification and Record Keeping:
Kitchen Manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

Receiving Food

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

Procedures:
Harvest purchases all foods at designated stores. All purchases are made so that food will arrive at designated times during operational hours. The purchasing schedule is posted in the kitchen.

Foodservice staff will clean loading carts, organize freezer and refrigeration space, loading docks and the storage closet before purchasing food. Foodservice staff will gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens and flashlights prior to a staff member's arrival with new food.

All food will be reviewed upon arrival at Harvest to ensure accurate, timely, consistent and effective refusal and return of foods which do not meet the safety standards outlined in this Plan. While reviewing newly purchased food:

- Keep receiving area clean and well lighted.
- Do not touch ready-to-eat foods with bare hands.
- Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
- Compare purchase receipt against products needed.
- Transfer foods to their appropriate locations as quickly as possible.
- Put perishable foods into the refrigerator or freezer immediately

Monitoring:
1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different 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.
5. Check the temperature of refrigerated foods.

a. For milk, 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.
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:
Reject the following:

- Frozen foods with signs of previous thawing
- Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents or rust
- Punctured packages
- Expired foods
- 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 Receiving Log. Kitchen 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.

Storing & Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination

Procedures:

1. Material Safety Data Sheets ("MSDS") are stored in a labeled binder in the kitchen
2. Label and date all poisonous or toxic chemicals with the common name of the substance.
3. All chemicals are stored in the kitchen storage room away from food and food contact surfaces using spacing or partitioning.
4. Limit access to chemicals by use of locks, seals, or key cards.
5. Foodservice staff maintain an Inventory of Chemicals.
6. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
7. Mix, test, and use sanitizing solutions as recommended by the manufacturer, state, or local health department.

8. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
9. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
10. Do not use chemical containers for storing food or water.
11. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
12. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
13. 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.
14. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
15. Follow State and local public health requirements.

Monitoring:
Foodservice employees and Kitchen Manager will visually observe that chemicals are being stored, labeled and used properly during all hours of operation.

Corrective Action:
- Discard any food contaminated by chemicals.
- Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping:
Kitchen Manager will complete the Food Safety Checklist daily to indicate that monitoring is completed.

All chemicals will be entered into the Inventory of Chemicals upon purchase, and foodservice employee will note the date when they are discarded and the reason for disposal. If the chemical is disposed of due to contamination or other safety concerns, the disposal will be noted on the Damaged or Discarded Product Log.

Inventories of Chemicals and Damaged or Discarded Product Logs are kept on file for a minimum of one year.

Storing Food

Purpose: To prevent contamination of foods by insects, dirt or other contaminants on the floor and to prevent accidental serving of expired foods.

Procedures:
- All foods and paper goods will be stored at least 6-8 inches off the floor
- All food will be labeled with its delivery date
- All frozen foods will be stored in a freezer at a temperature of 0°F or below.
- All cold foods will be stored in a refrigerator at a temperature of 41°F or below.
- Upon receiving new foods, put the newest food at the back of the shelf and the oldest food closest to the front of the shelf, to facilitate use of older foods first (First In, First Out)

Monitoring:
Kitchen Manager will visually monitor to ensure that foods and paper goods are properly stored during all hours of operation. All foods will be noted on the Receiving Log to help monitor supplies.

Corrective Action:
Discard any food or paper goods item that is on the floor, and note on the Damaged or Discarded Product Log. Retrain any employee who stores food improperly

Verification and Record Keeping:
Kitchen Manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure. The Receiving Log and Damaged or Discarded Product Log will be maintained for at least one year.

Selecting & Storing Fresh Fruits & Vegetables[1]

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

Procedures:

- When purchasing fresh fruits & vegetables
  - Choose produce that is not bruised or damaged.
  - When buying pre-cut, bagged or packaged produce — such as half of a watermelon or bagged salad greens — choose only those items that are refrigerated or surrounded by ice.
- When storing fresh fruits & vegetables
  - Store perishable fresh fruits and vegetables (like strawberries, lettuce, herbs, and mushrooms) in a clean refrigerator at a temperature of 40° F or below.
  - Keep fruits and vegetables that will be eaten raw separate from raw meat, poultry and seafood — and from kitchen utensils used for those products.
  - Wash cutting boards, dishes, utensils and countertops with soap and hot water between preparing raw meat, poultry and seafood and preparing produce that will not be cooked.
  - Use one cutting board for fresh produce and a separate one for raw meat, poultry and seafood.

Monitoring:
Kitchen Manager will visually monitor to ensure that fruits and vegetables are being properly selected and stored during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action:
Discard any produce that is spoiled or becomes contaminated.

Verification and Record Keeping:
Kitchen Manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this procedure.

[1] Based upon the FDA article "Selecting and Serving Produce Safely"

Washing Fresh Fruits & Vegetables

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

Procedures:

1. Wash hands using the proper procedure.
2. 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.
3. Follow manufacturer's instructions for proper use of chemicals.
4. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
    - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
    - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
7. Remove any damaged or bruised areas.
8. Label, date and refrigerate fresh-cut items.
9. Serve cut melons within 7 days if held at 41°F or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
10. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
11. Follow State and local public health requirements.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Date Marking Ready-to-Eat, Potentially Hazardous Food

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

Procedures:
Labeling Foods:

- Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
- Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
- Label foods with the product name, and the day, date and time it is prepared or opened. For example: Cut Cantaloupe, Monday, March 28, 2022, 8:00am
- Indicate with a separate label the date any refrigerated, ready-to-eat, potentially hazardous foods were prepared, the date the food was frozen and the date the food was thawed.

Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.

Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.

- Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
    - Cook lasagna on Monday
    - Cool properly and refrigerate with label: Cooked Lasagna, Monday, March 20, 2022, 11:00am
    - On Tuesday, the lasagna is frozen with a second label that reads: Cooked Lasagna, Frozen on Tuesday, March 21, 2022
    - Since the lasagna was held under refrigeration from Monday, Monday, March 20, 2022 to Tuesday, March 21, 2022, 1 day is counted towards the 7-day time period.
    - On Monday, April 4, 2022, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Cooked Lasagna, Thawed on Monday April 4, 2022” All three labels now appear on the lasagna.
    - The lasagna must be served or discarded within 6 days of being thawed

Monitoring:
The Kitchen Manager 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:
Kitchen Manager will complete the Food Safety Checklist daily.

Holding Hot & Cold Potentially Hazardous Foods

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

Procedures:
Food shall be held at the following temperatures:

- Hold hot foods at 135°F or above; and
- Cold foods at 41°F or below.

Steam tables shall be preheated.

Monitoring:
When holding foods, employees will implement the following procedures to monitor the temperature of the food:

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 Hot Holding Foods SOP.
    - All hot, potentially hazardous 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 Potentially Hazardous Foods SOP.
    - All cold, potentially hazardous 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 Potentially Hazardous Foods 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.

Corrective Action:
For hot foods:

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

For cold foods:

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

Verification and Record Keeping:
Foodservice employees will record temperatures of food items and document corrective actions taken on the Food Holding Temperature Log.

A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigerator and Freezer Logs.

Kitchen 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.

Cleaning & Sanitizing[2]

Purpose: To prevent foodborne illness by ensuring that all surfaces, including hands and utensils, are cleaned and sanitary

Procedures:

- Cleaning is defined as physically removing visible food or soil from surfaces with the aid of a detergent, water and some muscle power.

[2] Adapted from the University of North Dakota Dining Services Sanitation & Food Safety Standard Operating Procedure Manual

- Sanitizing is the process of reducing the number of bacteria and other microorganisms on a surface to safe levels.
- 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.
- All water used for cleaning must be potable and free of grease and food particles
- Routinely sanitize counter tops, storage areas, equipment, dishes and utensils
- Ensure the kitchen is free of insects and rodents
    - Install wire mesh in building gaps to prevent rodent entry
    - Routinely apply pesticide during non-operating hours
    - Conduct routine inspections for pests
- Cleaning/sanitizing cloths are to be stored in labeled buckets with separate cleaning & sanitizing solution.
- Keep wiping cloths in sanitizing solution while cleaning.
- Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts and equipment:
    - Before each use
    - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat and poultry
    - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat and poultry
    - Any time contamination occurs or is suspected
- Wash, rinse and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts and equipment using the following procedure:
    - Surfaces
        1. Wash surface with detergent solution.
        2. Rinse surface with clean water.
        3. Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
        4. Place wet items in a manner to allow air drying.
    - Utensils
        - If a 3-compartment sink is used, setup and use the sink in the following manner:
            1. In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
            2. In the second compartment, rinse with clean water.
            3. In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171°F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
        - If a dish machine is used:
            1. Check with the dish machine manufacturer to verify that the information on the data plate is correct.

2. Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
3. Follow manufacturer's instructions for use.
4. Ensure that food contact surfaces reach a surface temperature of 160°F or above if using hot water to sanitize.

Monitoring:

Foodservice employees will:

- During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
- In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
- In a dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
  - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized.
3. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
4. In a 3-compartment sink:
   a. Drain, clean and refill compartments periodically and as needed to keep the water clean.
   b. Adjust the water temperature by adding hot water until the desired temperature is reached.
   c. Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
5. In a dish machine:
   a. Drain and refill the machine at the end of every meal zone and as needed to keep the water clean.

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

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

Floor Maintenance[3]

Purpose: The facility and equipment will be maintained to ensure the safety of food served.

Procedures:
- Cleaning is defined as physically removing visible food or soil from surfaces with the aid of a detergent, water and some muscle power.
- Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning various floor surfaces.
- Floors are cleaned and mopped as needed each day at times that don't infringe upon customer service and production.
- Any spills on floors must be cleaned immediately.
- Equipment used to clean floors is to be kept clean and stored away from food and food preparation, in well-lit areas.
- Wet floor signs must be used wherever floors are being cleaned or mopped.
- Always use a designated utility sink for filling buckets, cleaning tools, and dumping dirty water. Never clean mops, brushes, or other tools in sinks designated for handwashing, food preparation or dishwashing.

[3] University of North Dakota Dining Services Sanitation & Food Safety Standard Operating Procedure Manual

Monitoring:
Kitchen Manager will, during all hours of operation, visually and physically inspect various floor surfaces to ensure that the surfaces are clean. Kitchen Manager will monitor that all foodservice employees are adhering to the above stated employee policy during all hours of operation.

Corrective Action:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Clean dirty various floor surfaces.

Verification & Record Keeping:
Kitchen Manager will, during all hours of operation, visually and physically inspect various floor surfaces to ensure that the surfaces are clean. Foodservice Employees will complete the Floor Cleaning Log each time the floor is cleaned or sanitized. The Kitchen Manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of one year.

The Floor Cleaning Log will be kept on file for at least one year.

Cooking Potentially Hazardous Foods

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

Procedures:
If a recipe contains a combination of meat products, cook the product to the highest required temperature.

Cook foods to the following temperatures:

- 145°F for 15 seconds
  - Seafood, beef, and pork
  - Eggs cooked to order that are placed onto a plate and immediately served
- 155°F for 15 seconds
  - Ground products containing beef, pork, or fish
  - Fish nuggets or sticks
  - Eggs held on a steam table
  - Cubed or Salisbury steaks
- 165°F for 15 seconds
  - Poultry
  - Stuffed fish, pork or beef
  - Pasta stuffed with eggs, fish, pork or beef (like lasagna or manicotti)
- 135°F for 15 seconds
  - Fresh, frozen or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Monitoring:
When cooking, employees will implement the following procedures to monitor the temperature of the food

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 internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two internal temperatures of each large food item, 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.

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.

Kitchen Manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing and dating the temperature log at the close of each day.

The Cooking & Reheating Temperature Logs are kept on file for a minimum of one year.

Cooling Potentially Hazardous Foods

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

Procedures:
The Kitchen Manager is responsible for implementing menus, production schedules and staff work hours to allow for implementation of proper cooling procedures.

Employees prepare and cool food in small batches.

Employees chill food rapidly using appropriate cooling methods:

- Separate food into smaller or thinner portions
- Place food in shallow, uncovered containers (no more than 4 inches deep) on the top shelf in the back of the freezer
- Pre-chill ingredients and containers used for making bulk items like salads

Chill cooked hot food as follows:

- 135°F to 70°F within 2 hours. Take corrective action immediately if food is 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 6 hours.

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.

Monitoring:
When cooling foods, employees will implement the following procedures to monitor the temperature of the food:

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 41°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.

The Kitchen Manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing and dating the temperature log each working day.

The Cooling Temperature Logs are kept on file for a minimum of one year.

Reheating Potentially Hazardous Foods

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

Procedures:
Heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135°F for 15 seconds for hot holding. Use only cooking ranges, ovens, steamers and microwave ovens to reheat foods. Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

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

Reheat food for hot holding in the following manner if using a microwave oven:

- Heat processed, ready-to-eat foods from a package or can to at least 135°F for 15 seconds
- Heat leftovers to 165°F for 15 seconds
- Rotate (or stir) and cover foods while heating
- Allow food to sit for 2 minutes after heating

Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.

Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:
When reheating foods, employees will implement the following procedures to monitor the temperature of the food:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. 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.

Kitchen 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.

Using Suitable Utensils When Handling Ready-to-Eat Foods

Purpose: To prevent foodborne illness due to hand-to-food cross-contamination

Procedures:

- Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.

- Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
- Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
    - Single-use gloves
    - Deli tissue
    - Foil wrap
    - Tongs, spoons and spatulas
- Wash hands and change gloves:
    - In accordance with the Harvest Handwashing Policy listed in the Parent Handbook
    - 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
- Follow State and local public health requirements.

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

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

Verification and Record Keeping:
The Kitchen Manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The Kitchen 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.

Calibrating a Thermometer

Purpose: To ensure thermometers are recording accurate temperatures and thereby ensure food is prepared and stored at safe temperatures

Procedures:
According to the USDA[4], there are two ways to check the accuracy of a food thermometer. One method uses ice water, the other uses boiling water. Many food

[4] How Do I Calibrate a Food Thermometer?

thermometers have a calibration nut under the dial that can be adjusted. Check the package for instructions.

Ice Water

- To use the ice water method, fill a large glass with finely crushed ice.
- Add clean tap water to the top of the ice and stir well.
- Immerse the food thermometer stem a minimum of 2 inches into the mixture, touching neither the sides nor the bottom of the glass.
- Wait a minimum of 30 seconds before adjusting.
- Without removing the stem from the ice, hold the adjusting nut under the head of the thermometer with a suitable tool and turn the head so the pointer reads 32°F.

Boiling Water

- To use the boiling water method, bring a pot of clean tap water to a full rolling boil.
- Immerse the stem of a food thermometer in boiling water a minimum of 2 inches and wait at least 30 seconds.
- Without removing the stem from the pan, hold the adjusting nut under the head of the food thermometer with a suitable tool and turn the head so the thermometer reads 212°F.

Even if the food thermometer cannot be calibrated, it should still be checked for accuracy using either method. Any inaccuracies can be taken into consideration when using the food thermometer, or the food thermometer can be replaced. For example, water boils at 212°F. If the food thermometer reads 214°F in boiling water, it is reading 2 degrees too high. Therefore 2 degrees must be subtracted from the temperature displayed when taking a reading in food to find out the true temperature. In another example, for safety, ground beef patties must reach 160°F. If the thermometer is reading 2 degrees too high, 2 degrees would be added to the desired temperature, meaning hamburger patties must be cooked to 162°F.

Monitoring:
The Kitchen Manager will calibrate the food thermometers on a bi-weekly basis to ensure accuracy.

Corrective Action:
- If a food thermometer is determined to be inaccurate, it will be disposed of immediately
- Any food prepared utilizing an inaccurate thermometer will be rechecked if possible, or disposed of if not

Verification and Record Keeping:
The Kitchen Manager will record all calibrations of the thermometers on the Thermometer Calibration Log. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. These logs will be maintained for a minimum of one year.

Food Preparation Action Plan
Menu Items Categorized by Process

Each menu item available for service is listed in the table below. When new menu items are added, or if menu items are deleted, the Nutrition Administrator will update the table accordingly. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate CCPs using the Process Approach charts attached. Once the determination is made for each menu item, the Nutrition Administrator 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 Kitchen Manager's office.

Process 1: No Cook	Process 2: Cook & Serve Same Day	Process 3: Complex Food Preparation
WG Life Cereal	Oatmeal	
WG Cheerios	Meatballs & Gravy	
WG English Muffin	French Fries	
WG Chex	Corn	
Strawberries	Tacos on WG Wrap	
Blueberries	BBQ Chicken	
Pears	Glazed Carrots	
Peaches	WG Spaghetti w/Meat Sauce or Meat Balls	
Mixed Fruit	Broccoli	
Oranges	Turkey & Cheese (& spinach) on WG Wrap/Bread	
Apples	Baked Beans	
Banana	Grilled Chicken Patty	
Applesauce	Sweet Potato Fries	
WG Bread	Chicken Nuggets	
Lettuce / Salad Mix	Cheeseburger w/WG Bread/Roll	
Tomatoes	Teriyaki Chicken	
WG Roll	WG/Brown Rice	
WG Bun	Hot Dog on WG Roll/Bread	
Cucumbers	Green Beans	
String Cheese	Buttered WG Pasta	
Goldfish Crackers	Baked Ziti w/WG Noodles	
Cheez-its Crackers	Chicken Tenders	
Animal Crackers	Cheesesteak on WG Bread	
Yogurt	Chicken w/Gravy	
Graham Crackers	Sloppy Joe on WG Roll	
Ranch Dressing	WG Waffles	
Spinach	Cheese Quesadilla	
Shredded Cheese	Mashed Potatoes	
	Mixed Vegetables	
	Macaroni & Cheese with WG Noodles	
	Black Beans	

Control Measures & CCPs

Process 1 – No Cook

Keep food below 41 °F

Control Measures:
CCP:

- Cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., limiting time would be holding at room temperature for 4 hours and then discarding)
- Cold holding – Critical limit is 41°F or below

Relevant SOPs:

- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Holding or 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

Menu Item	Recipe #
WG Life Cereal	
WG Cheerios	
WG English Muffin	
WG Chex	
Strawberries	
Blueberries	
Pears	
Peaches	
Mixed Fruit	
Oranges	
Apples	
Banana	
Applesauce	
WG Bread	
Lettuce / Salad Mix	
Tomatoes	
WG Roll	
WG Bun	
Cucumbers	
String Cheese	
Goldfish Crackers	
Cheez-its Crackers	

Animal Crackers	
Yogurt	
Graham Crackers	
Ranch Dressing	
Spinach	

Process 2 –Cook & Serve the Same Day

Cook to Correct Temperature and Serve at 135 °F or above

Control Measures:

CCP:

- Cooking to destroy bacteria and other pathogens
- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

SOPs:

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

Menu Item	Recipe #	Cooking Temp.	Recipe
Oatmeal	1	CCP: Heat to 140°F or higher for at least 15 seconds	https://fns-prod.azureedge.us/sites/default/files/resource-files/Spiced%20Oatmeal%206%20Servings.pdf
Meatballs & Gravy	2 & 3	Meatballs: 350°F for 40 minutes CCP: 155°F for at least 15 seconds Gravy: CCP: Heat to 165°F or higher for at least 15 seconds.	https://healthyschoolrecipes.com/recipes/meat-balls-usda/ https://healthyschoolrecipes.com/recipes/brown-gravy-usda/
French Fries	4	CCP: Heat to 135°F or higher for at least 15 seconds. If the manufacturer instructions on the package or case have a higher temperature, follow those recommendations.	https://mrs.mdek12.org/recipe/crinkle-cut-fries-fried/
Corn	5	CCP: Heat to 135°F or higher for 15 seconds	https://mrs.mdek12.org/recipe/whole-kernel-corn-canned/
Tacos on WG Wrap	6	CCP: Heat to 155°F for at least 15 seconds.	https://healthyschoolrecipes.com/recipes/beef-pork-taco-usda/
BBQ Chicken	7	425°F for 45 minutes CCP: Heat to 165°F for at least 15 seconds	https://healthyschoolrecipes.com/recipes/barbecue-chicken-usda/
Glazed Carrots	8	CCP: Heat to 140°F or higher.	https://healthyschoolrecipes.com/recipes/orange-glazed-carrots-usda/
WG Spaghetti w/Meat Sauce or Meat Balls	9 (see recipe #2 for meatballs)	CCP: Heat to 155°F or higher for at least 15 seconds.	https://healthyschoolrecipes.com/recipes/spaghetti-meat-sauce-usda/
Broccoli	10	CCP: Heat to 135°F or higher for 15 seconds	https://mrs.mdek12.org/recipe/steamed-broccoli-florets-frozen/
Turkey & Cheese (& spinach) on WG Wrap/Bread	11	CCP: Cover and refrigerate at 41°F or lower	https://mrs.mdek12.org/recipe/turkey-and-cheese-wrap-usda-foods-WGR/
Baked Beans	12	375°F for 20-25 minutes CCP: Heat to 135°F for at least 15 seconds	https://healthyschoolrecipes.com/recipes/vegetarian-baked-beans-usda/
Grilled Chicken Patty	13	375°F for 25 minutes CCP: Heat to 165°F for at least 15 seconds	https://healthyschoolrecipes.com/recipes/sweet-sassy-chicken-usda/

Sweet Potato Fries	14	450°F for 25-30 minutes CCP: Heat to 135°F for at least 15	http://www.cacfpsvdp.org/uploads/5/4/1/5/54150169/sweet_%7Bptatp_fries_pg_69.pdf
Chicken Nuggets	15	Bake until internal temperature reaches 165°F: Conventional oven: 500°F for 13-17 minutes.	http://www.cacfpsvdp.org/uploads/5/4/1/5/54150169/chicken_nuggets_pg_34.pdf
Cheeseburger w/WG Bread/Roll	16	Cook patties on medium-high heat in skillet until brown on both sides and internal temperature reaches 160°F; takes about 10 minutes. Add ½ oz slice of cheese on each patty in skillet and melt. Remove patties from skillet	http://www.cacfpsvdp.org/uploads/5/4/1/5/54150169/beef_patty_with_cheese_on_a_roll_pg28.pdf
Teriyaki Chicken	17	Heat to 135°F or higher. CCP: Heat to 165°F for at least 15 seconds	https://healthyschoolrecipes.com/recipes/tantalizing-teriyaki-sauce-usda/
WG/Brown Rice	18	350°F for 50 minutes CCP: Heat to 135°F for at least 15	https://healthyschoolrecipes.com/recipes/brown-rice-pilaf-usda/
Hot Dog on WG Roll/Bread	19	CCP: Internal temperature must reach 145°F or higher for 15 seconds	https://quartermaster.army.mil/jccoe/operations_directorate/quad/menu/recipes/section_n/N03000.pdf
Green Beans	20	CCP: Heat to 140°F or higher for at least 15 seconds.	https://healthyschoolrecipes.com/recipes/pizza-green-beans-usda/
Buttered WG Pasta	21	CCP: Hold for service at 140°F or higher	https://quartermaster.army.mil/jccoe/operations_directorate/quad/menu/recipes/section_e/E01200.pdf
Baked Ziti w/WG Noodles	22	Bake in oven for 30 minutes or until an internal temperature of 165°F is reached CCP: Heat to 165°F or higher for at least 15 seconds.	https://www.thelunchbox.org/recipes-menus/recipes/lw011
Chicken Tenders	23	CCP: Internal temperature must reach 165°For higher for 15 seconds	https://quartermaster.army.mil/jccoe/operations_directorate/quad/menu/recipes/section_l/L10903.pdf
Cheesesteak on WG Bread	24	CCP: Heat to 135°F or higher for at least 15 seconds	https://mrs.mdek12.org/recipe/philly-cheesesteak-sandwich-usda-foods/
Chicken w/Gravy	25 (see recipe #3 for gravy)	400°F for 45-55 minutes CCP: Heat to 165°F for at least 15 seconds	https://healthyschoolrecipes.com/recipes/oven-fried-chicken-usda/
Sloppy Joe on WG Roll	26	CCP: Heat to 165°F or higher for at least 15 seconds.	https://healthyschoolrecipes.com/recipes/sloppy-joe-usda/
WG Waffles	27	CCP: Heat to 135°F or higher for at least 15 seconds. If the manufacturer instructions on the package or case have a higher temperature, follow those recommendations.	https://mrs.mdek12.org/recipe/Waffle-2-oz.-eq/
Cheese Quesadilla	28	400° F for 10 minutes CCP: Heat to 135°F or higher for at least 15 seconds	https://healthyschoolrecipes.com/recipes/vegetable-quesadilla-usda/
Mashed Potatoes	29	CCP: Heat to 165°F or higher for at least 15 seconds	https://healthyschoolrecipes.com/recipes/mashed-potatoes-usda/
Mixed Vegetables	30	CCP: Heat to 145°F. or higher for 15 seconds	https://quartermaster.army.mil/jccoe/operations_directorate/quad/menu/recipes/section_q/Q12600.pdf
Macaroni & Cheese with WG Noodles	31	350°F for 30-35 minutes CCP: Heat to 135°F or higher for at least 15 seconds.	https://fns-prod.azureedge.us/sites/default/files/resource-files/Macaroni_and_Cheese_6_Servings.pdf
Black Beans	32	CCP: Heat to 140°F or higher	http://www.sub4health.com/wp-content/uploads/2020/04/Cuban-Black-Beans-and-Rice-USDA-Recipe-D-500-for-CACFP.pdf

Process 3 – Cook, Cool, Reheat & Serve

Limit Time in the Danger Zone 41°F - 135°F

Control Measures:

CCP:

- Cooking to destroy bacteria and other pathogens
- Cooling to prevent the outgrowth of spore-forming bacteria
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation
- Reheating for hot holding, if applicable

SOPs:

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

Menu Item	Recipe #	Cooking Temp.	Cooling Temp.	Reheating Temp.

Record Keeping

Schedule

Documentation will be maintained according to the following schedule:

Documentation / Records	Documentation Schedule
Food Production Records	
Cooking & Reheating Temperature Log	Daily
Cooling Log	Daily
Food Holding Log	Daily
Damaged or Discarded Product Log	Daily
End Point Cooking Temperature	Daily
Time & Temperature for Holding	Daily
Food Contact Surfaces Cleaning & Sanitizing Log	Daily
Equipment Temperature Records	
Receiving Logs	Each delivery / purchase
Freezer Unit Log	Daily
Refrigerator Unit Log	Daily
Thermometer Calibration Log	Bi-Weekly (minimum)
Review Records	
Food Safety Checklist	Weekly
Manager's Checklist	Twice yearly
Program Review Log	As needed
Training Logs	Ongoing
Corrective Action Records	As needed

Staff Responsibility

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

Recordkeeping Procedure:

- All pertinent information on critical control points, time, temperature and corrective actions will be kept on clip boards in the kitchen for ease of use.
- 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 Kitchen Manager's office.
- The Kitchen Manager is responsible for making sure that all forms are updated, available for use and filed properly after completion.
- The Kitchen Manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Appendixes

Appendix 1: Menus

At Harvest, we rotate three menus per quarter, as specified below:

Breakfast, Month One

Monday	Tuesday	Wednesday	Thursday	Friday
		WG Cheerios Bananas	Oatmeal Strawberries	WG English Muffin Yogurt w/Fruit
WG Life Cereal Pears	WG English Muffin Mixed Fruit	WG Cheerios Pears	WG Chex Strawberries	WG Cheerios Blueberries
WG Waffles Applesauce	WG Life Cereal Pears	WG Cheerios Bananas	Oatmeal Strawberries	WG English Muffin Yogurt w/Fruit
WG Life Cereal Pears	WG English Muffin Mixed Fruit	WG Cheerios Pears	WG Chex Strawberries	WG Cheerios Blueberries
WG Life Cereal Strawberries	Oatmeal Blueberries	WG Cheerios Pears	WG English Muffin Peaches	WG Chex Cereal Mixed Fruit

Breakfast, Month Two

Monday	Tuesday	Wednesday	Thursday	Friday
WG[5] Life Cereal Strawberries	Oatmeal Blueberries	WG Cheerios Pears	WG English Muffin Peaches	WG Cheerios Mixed Fruit
WG Chex Diced Pears	WG Cheerios Mixed Fruit	WG English Muffin Sliced Oranges	WG Life Cereal Sliced Apples	WG Life Cereal Banana
WG Chex Apples	Oatmeal Peaches	WG Cheerios Oranges	WG English Muffin Applesauce	WG Cheerios Strawberries
WG Chex Apples	WG English Muffin Pears	WG Cheerios Peaches	Oatmeal Pears	WG Life Cereal Apples
WG English Muffin Applesauce				

Breakfast, Month Three

Monday	Tuesday	Wednesday	Thursday	Friday
		WG Cheerios Bananas	Oatmeal Strawberries	WG Cheerios Peaches
WG Life Cereal Applesauce	WG English Muffin Banana	WG Cheerios Apple	Oatmeal Banana	WG English Muffin Strawberries
WG Life Cereal Pears	WG English Muffin Mixed Fruit	WG Cheerios Pears	Oatmeal Blueberries	WG Cheerios Blueberries
WG Cheerios Sliced Peaches	WG English Muffin Applesauce	WG Cheerios Strawberries	Oatmeal Blueberries	WG Chex Strawberries
WG Life Cereal Strawberries				

[5] WG = Whole Grain

Lunch, Month One

Monday	Tuesday	Wednesday	Thursday	Friday
		Chicken w/Gravy WG Rice Spinach Mixed Fruit	Hot Dogs w/WG bread Baked Beans Pears	Turkey, Cheese & Spinach on WG Wrap Sweet Potato Fries Orange Slices
Chicken Fingers WG Roll Cucumbers w/Ranch Dressing	Cheeseburger on WG Roll Baked Beans Sliced Oranges	Meatballs Mashed Potatoes Corn Applesauce	BBQ Chicken w/WG Roll WG Rice Glazed Carrots Mixed Fruit	Hot Dogs French Fries Pears
Chicken Tenders WG Rice Corn Garden Salad w/Tomatoes	Cheese Quesadilla w/Black Beans Corn Apples	Chicken w/Gravy WG Rice Spinach Mixed Fruit	Sloppy Joe on WG Roll Broccoli Pears	Turkey, Cheese & Spinach on WG Wrap Sweet Potato Fries Mixed Fruit
Chicken Fingers WG Roll Cucumbers w/Ranch Dressing	Cheeseburger on WG Roll Baked Beans Sliced Oranges	Meatballs w/WG Roll Mashed Potatoes Corn Applesauce	Teriyaki Chicken WG Rice Glazed Carrots Mixed Fruit	Hot Dogs French Fries Pears
Meatballs & Gravy WG Dinner Roll French Fries Orange Slices	Tacos on WG Wrap Salad w/Iceberg Lettuce & Tomatoes Shredded Cheese	BBQ Chicken WG Rice Glazed Carrots Pears	WG Spaghetti w/Meat Sauce WG Roll Broccoli Orange Slices	Turkey & Cheese on WG Wrap Baked Beans Peaches

Lunch, Month Two

Monday	Tuesday	Wednesday	Thursday	Friday
Meatballs & gravy w/WG Bread French Fries Corn Mixed Fruit	Tacos on WG Wrap Salad w/Iceberg Lettuce & Tomatoes Peaches	BBQ Chicken WG Rice Glazed Carrots Apples	WG Spaghetti w/Meat Sauce WG Roll Broccoli Orange Slices	Turkey & Cheese on WG Wrap Baked Beans Pears
Grilled Chicken Patty WG Bun Sweet Potato Fries Strawberries	Chicken Nuggets WG Bread Broccoli Mixed Fruit	Cheeseburger w/WG Bread Baked Beans Peaches	Teriyaki Chicken Pieces Brown Rice Glazed Carrots Pears	Hot Dogs on WG Roll Baked Beans Green Beans Apples
Cheeseburger w/WG Bread French Fries Applesauce	BBQ Chicken Strips WG Rice Green Beans Orange Slices	Chicken Nuggets Buttered WG Pasta Corn Mixed Fruit	Teriyaki Chicken WG Rice Broccoli Pears	Sloppy Joe w/WG Roll French Fries Cucumber Slices w/Ranch Dressing
Hot Dogs on WG Roll Baked Beans Corn Pears	Meatballs Glazed Carrots WG Rice Peaches	Chicken Patties WG Roll Green beans Mixed Fruit	Baked Ziti w/WG Noodles Garden Salad Mix w/Cucumbers Strawberries	Turkey & Cheese on WG Bread Broccoli Oranges
Chicken Tenders WG Rice Corn Garden Salad w/ Tomatoes				

Lunch, Month Three

Monday	Tuesday	Wednesday	Thursday	Friday
	Cheese Steak on WG Bread Corn Apples	Chicken w/Gravy WG Rice Broccoli Mixed Fruit	Sloppy Joe on WG Roll French Fries Pears	Turkey, Cheese & Spinach on WG Wrap Sweet Potato Fries Mixed Fruit
Chicken Tenders WG Rice Iceberg Salad mix w/Tomatoes & Cucumbers	Cheese Steak on WG Bread Baked Beans Corn Pears	Chicken w/Gravy WG Rice Broccoli Mixed Fruit	Hot Dogs w/WG Bread Green Beans Peaches	Turkey, Cheese & Spinach on WG Wrap Sweet Potato Fries Mixed Fruit
Chicken Tenders WG Roll Cucumbers w/Ranch Dressing Applesauce	Cheeseburger on WG Roll Baked Beans Sliced Oranges	Cheese Steak on WG Bread Mashed Potatoes Corn Pears	Cheeseburger w/WG Bread Glazed Carrots Mixed Fruit	Hot Dogs w/WG Bread Baked Beans Peaches
Chicken Fingers w/WG Roll Cucumbers w/Ranch Dressing Orange Slices	WG Spaghetti w/Meatballs Mixed Vegetables Pears	Hot Dogs on WG Roll Baked beans Sliced Apples	Cheese Steak on WG Bread Mac & Cheese WG Noodles Broccoli Strawberries	Cheeseburger on WG Roll Corn Pears
Meatballs & Gravy WG Noodles Corn Peaches				

Afternoon Snack, Month One

Monday	Tuesday	Wednesday	Thursday	Friday
String Cheese	Goldfish	Cheez-its	Animal Crackers	Yogurt
String Cheese	Graham Crackers	Animal Crackers	Cheez-its	Graham Crackers
Graham Crackers	Goldfish	Cheez-its	Cheez-its	String Cheese
String Cheese	Cheez-its	Goldfish	Graham Crackers	Yogurt
Animal Crackers				

Afternoon Snack, Month Two

Monday	Tuesday	Wednesday	Thursday	Friday
	String Cheese	Goldfish	Animal Crackers	Yogurt
Goldfish	Yogurt	Cheez-its	Graham Crackers	String Cheese
Animal Crackers	Graham Crackers	Yogurt	String Cheese	Goldfish
Cheez-its	Goldfish	String Cheese	Yogurt	Animal Crackers
String Cheese				

Afternoon Snack, Month Three

Monday	Tuesday	Wednesday	Thursday	Friday
	Goldfish	Animal Crackers	Yogurt	String Cheese
Animal Crackers	Yogurt	String Cheese	Goldfish	Graham Crackers
String Cheese	Cheez-its	Goldfish	Animal Crackers	Yogurt
Goldfish	Animal Crackers	Yogurt	String Cheese	Cheez-its
Animal Crackers	String Cheese	Graham Crackers	Yogurt	Goldfish

Appendix 2: Record of Corrective Actions

Date	Event	Corrective Action Taken	Manager Initials

Appendix 3: Manager's 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 recordkeeping. Choose at random one week from the previous four weeks leading up to the inspection and document record keeping:

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

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

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

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

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

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

8. Was the plan modified because of these changes?

Appendix 4: Receiving Log

Date	Time	Vendor	Product	Temp.	Corrective Action Taken	Employee Initials	Manager Initials

Appendix 5: Food Safety Checklist

Date _____ Observer _____

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

* * *

Personal Hygiene

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

Food Preparation

	Yes	No	Corrective Action
All food stored or prepared in facility is from approved sources			
Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use			
Frozen food is thawed under refrigeration or in cold running water.			
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible			
Food is tasted using the proper procedure			
Procedures are in place to prevent cross-contamination			
Food is handled with suitable utensils, such as, single use gloves or tongs			
Food is prepared in small batches to limit the time it is in the temperature danger zone			
Clean reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor			
Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer			
The internal temperature of food being cooked is monitored and documented			

Hot Holding

	Yes	No	Corrective Action
Hot holding unit is clean			
Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods			
Hot holding unit is pre-heated before hot food is placed in unit			
Temperature of hot food being held is at or above 135 °F			
Food is protected from contamination			

Cold Holding

	Yes	No	Corrective Action
Refrigerators are kept clean and organized			
Temperature of cold food being held is at or below 41 °F			
Food is protected from contamination			

Refrigerator, Freezer and Milk Cooler

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

Food Storage & Dry Storage

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

Cleaning & Sanitizing

	Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing			
Dishwasher is working properly (i.e., gauges and chemicals are at recommended levels)			
Water is clean and free of grease and food particles			
Water temperatures are correct for wash and rinse			
If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds			
If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration			
Smallware and utensils are allowed to air dry			
Wiping cloths are stored in sanitizing solution while in use			

Utensils & Equipment

	Yes	No	Corrective Action
All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses			
Small equipment and utensils are washed, sanitized, and air-dried			
Work surfaces and utensils are clean.			
Work surfaces are cleaned and sanitized between uses			
Thermometers are cleaned and sanitized after each use			
Thermometers are calibrated on a routine basis			
Can opener is clean			
Drawers and racks are clean			
Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth			

Large Equipment

	Yes	No	Corrective Action
Food slicer is clean			
Food slicer is broken down, cleaned, and sanitized before and after every use			
Boxes, containers, and recyclables are removed from site			
Loading dock and area around dumpsters are clean and odor-free			
Exhaust hood and filters are clean			

Garbage Storage & Disposal

	Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered			
Garbage cans are emptied as necessary			
Boxes and containers are removed from site			
Loading dock and area around dumpster are clean			
Dumpsters are clean			

Pest Control

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

Appendix 6: Cooking & Reheating Temperature Log

Date	Time	Food Item	Internal Temp.	Time	Internal Temp.	Time	Corrective Action Taken	Employee Initials	Manager Initials

Appendix 7: Cooling Temperature Log

Date	Food Item	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Time / Temp	Corrective Action Taken	Employee Initials	Manager Initials

Appendix 8: Food Holding Temperature Log

Date	Time	Food Item	Temp.	Corrective Action	Employee Initials	Manager Initials

Appendix 9: Damaged or Discarded Product Log

Date	Product	Quantity	Action Taken	Reason	Employee Initials	Manager Initials

Appendix 10: Refrigeration Unit Temperature Log

Date	Time	Unit ID	Temp.	Corrective Action	Employee Initials	Manager Initials

Appendix 11: Freezer Unit Temperature Log

Date	Time	Unit ID	Temp.	Corrective Action	Employee Initials	Manager Initials

Appendix 12: Thermometer Calibration Log

Date	Time	Thermometer ID	Calibration Technique	Corrective Action	Manager Initials

Appendix 13: Food Service Training Log

Employee Name	Date of Training	Training Content	New Hire	Review	Employee Initials	Manager Initials

Appendix 14: Program Review Log

Date of Review	Changes Made	Employee Name	Employee Signature

Appendix 15: Inventory of Chemicals

Date of Purchase	Chemical Name	Storage Location	Reason for Disposal	Date of Disposal	Employee Initials	Manager Initials

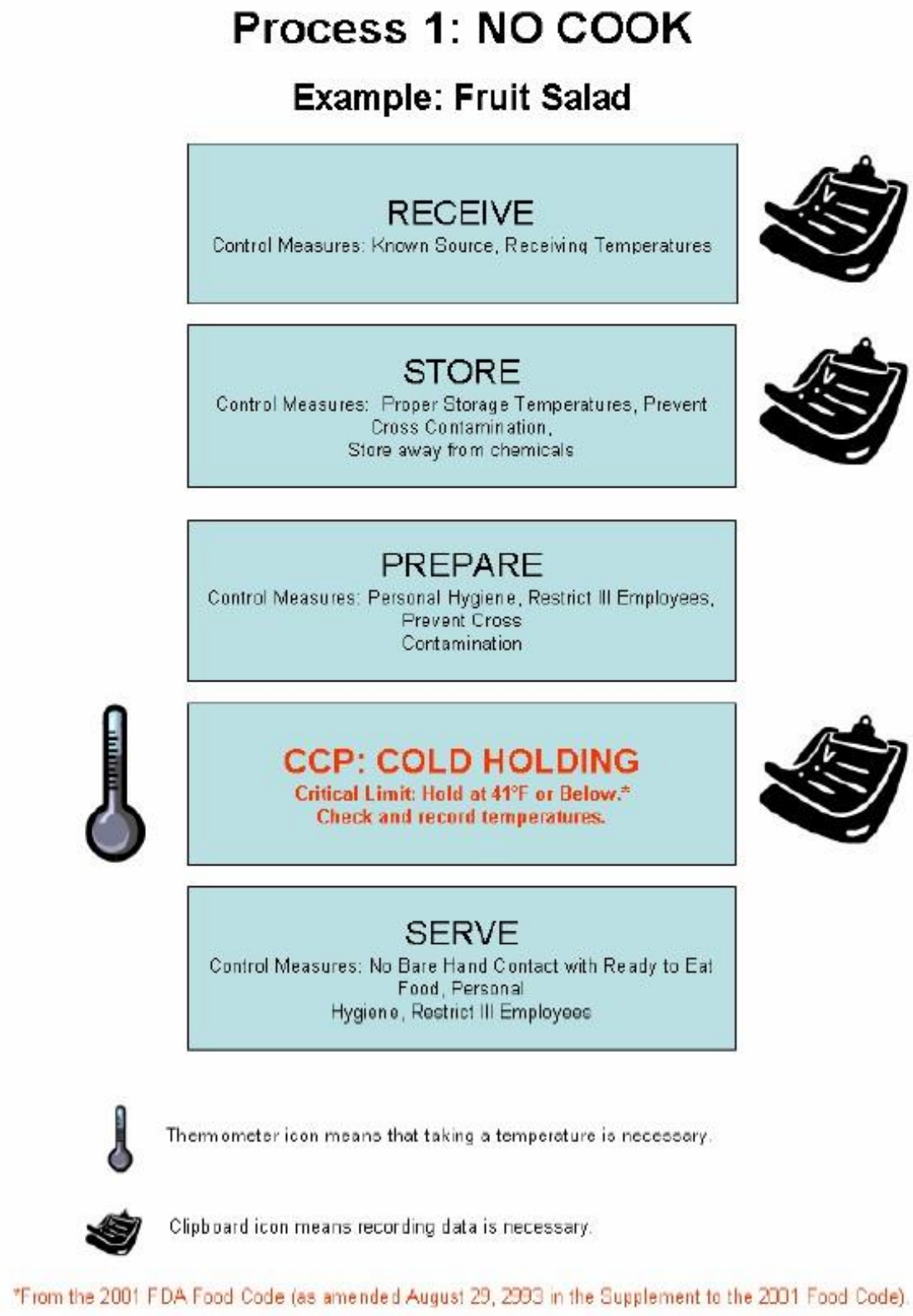
Appendix 16: Food Contact Surfaces Cleaning and Sanitizing Log

Date	Time	Surface	Cleaned	Sanitized	Product Used	Employee Initials	Manager Initials

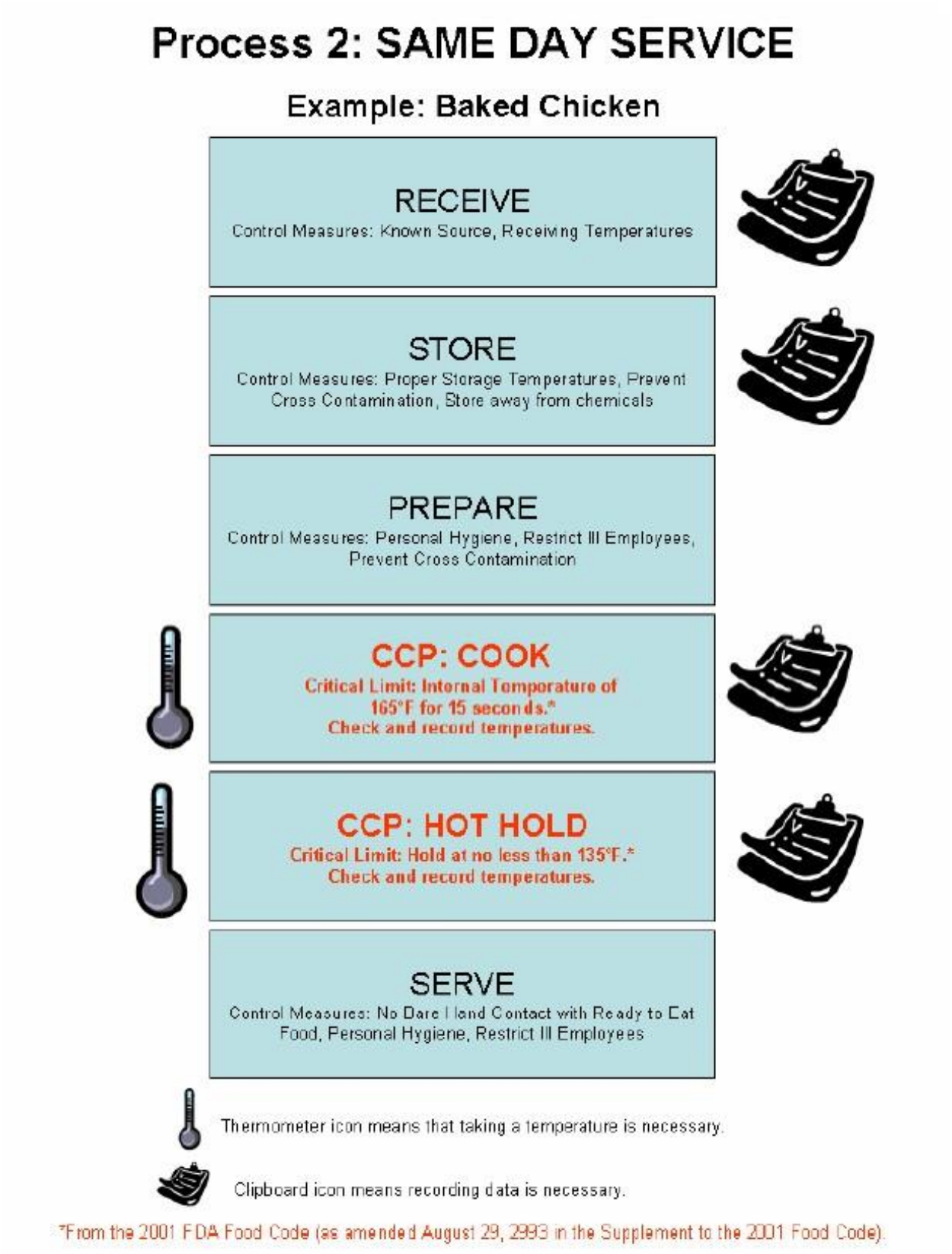
Appendix 17: Floor Cleaning Log

Date	Time	Cleaned	Sanitized	Regular Cleaning	Soiled	Product Used	Employee Initials	Manager Initials

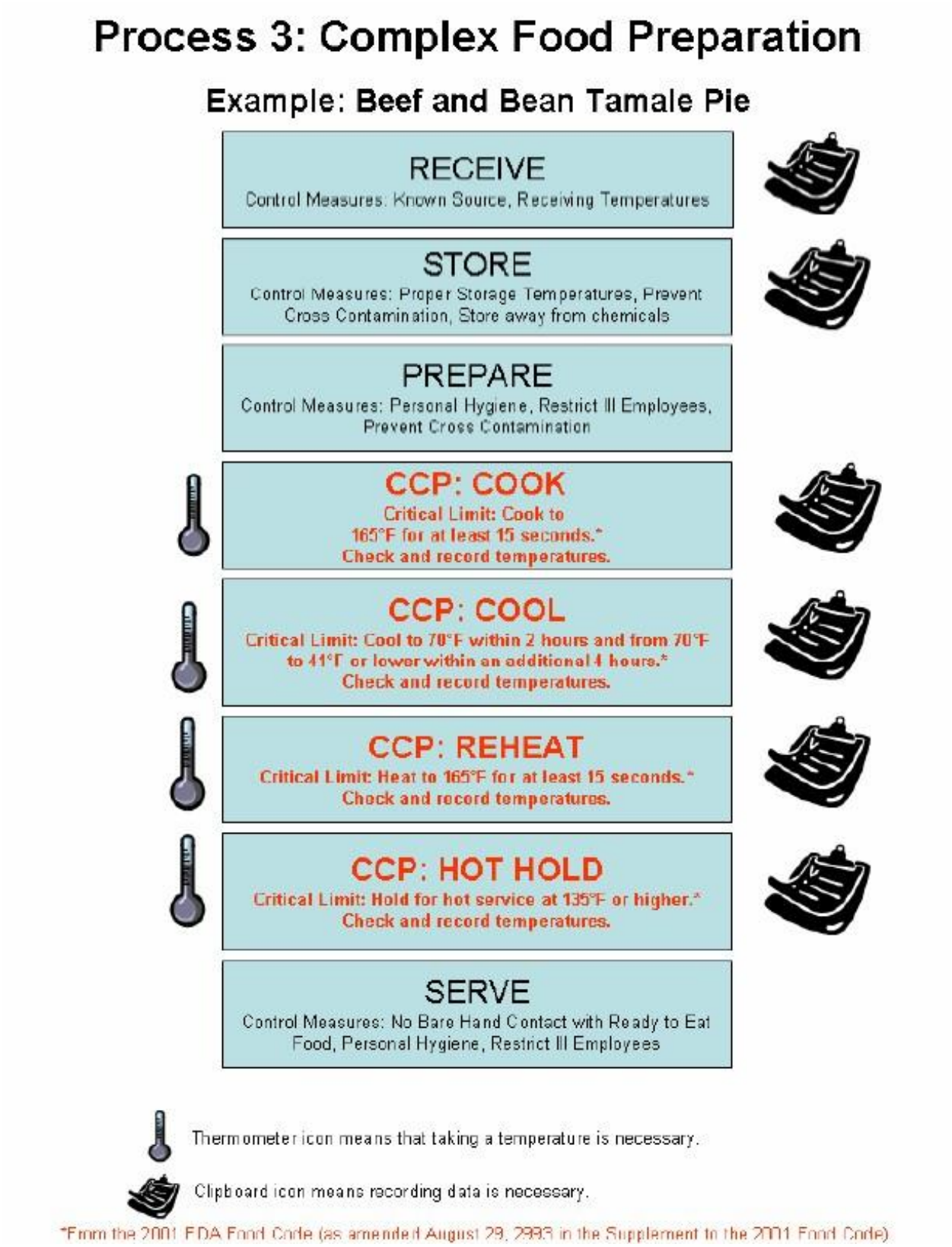
Appendix 18: Process 1 (No Cook) Graphic



Appendix 19: Process 2 (Same Day Service) Graphic



Appendix 20: Process 3 (Complex Food Prep.) Graphic



Appendix 21: Glossary of Terms

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

HACCP 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: review of your food service operation to find areas where food safety problems might occur

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.

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

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

PERSONAL HYGIENE: Individual cleanliness and habits.

POTENTIALLY HAZARDOUS FOOD: A food that is natural or synthetic and that requires temperature control because it is capable of supporting:

- the rapid and progressive growth of infectious or toxigenic micro- organisms.
- the growth and toxin production of *Clostridium* botulinum or
- in raw eggs, the growth of *Salmonella* enteritidis; and

Includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic micro-organisms as described above.

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

- Process 1: Food preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or

- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

RECORD: A documentation of monitoring observations and verification activities.

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

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

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

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

SEVERITY: The seriousness of the effect(s) of a hazard.

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.

Appendix 22: USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form call (866) 632-9992.

Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture
  Office of the Assistant Secretary for Civil Rights
  1400 Independence Avenue, SW
  Washington, D.C. 20250-9410;
- FAX: (202) 690-7442; or
- Email: program.intake@usda.gov

This institution is an equal opportunity provider.