Jasper City Schools

Child Nutrition Program
HACCP Plan

Food Safety Plan
School Food Safety Program

School Name: _____

STANDARD OPERATING PROCEDURES (SOP)

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

Standard Operating Procedures, Continued

SECTION ONE

IMPLEMENTATION AND ORIENTATION OF HACCP

Description of Program Overview and Facility

Food Safety and HACCP Training Program

Record Keeping and Documentation

Employee Orientation

Description of Program Overview and Facility

This program was developed for the Jasper City Schools by the Child Nutrition Director and the Jasper City Board of Education. The HACCP Plan was revised in January 2019 to reflect the 2013 Food Code changes. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. The HACCP Plan has been developed for the Jasper City School System which encompasses all school areas within the jurisdiction of the school district that prepares, sells, or gives away food or beverages.

It will be the duty and responsibility of each lunchroom manager to implement and comply with all practices listed in this HACCP document to ensure food safety practices for food prepared in the cafeteria. This includes, but is not limited to: food safety and cleanliness, employee hygiene, sanitation of equipment and facility, facility and equipment maintenance, proper pest control, proper storage of toxic chemicals, and current record keeping as required by this HACCP Plan and state and federal guidelines.
Any and all corrective actions for the cafeteria will be implemented by the lunchroom manager.

The CNP Director will be responsible for training of personnel, appropriate record keeping as required by the state and federal guidelines to make certain that the HACCP Plan for the Jasper City Schools is being implemented. Effective in January 2020, a person in charge with a food protection manager certification must be present at the food establishment at all times.

Food Safety and HACCP Training Program

Purpose:

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

Scope:

This procedure applies to foodservice employees 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.
3. Require all employees to take a food safety certification course.
4. Use outside resources, such as Extension specialists, vendors, or qualified trainers to provide food safety and HACCP training.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Record Keeping and Documentation

Purpose:

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

Scope:

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

Instructions:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a record of employee training records.
3. The CNP manager will maintain the following records of daily operations:
   - Standardized recipes (not required by HACCP)
   - Procedures for potentially hazardous foods
   - 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 designated area.

Corrective Action:

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

Verification and Record Keeping:

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

Employee Orientation

Purpose:

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

Scope:

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

Instructions:

1. In-service will be provided at the beginning of each year for all employees for basic food safety procedures.
2. The Manager 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 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 Food Safety Checklist Training document will be retained in the central office.

SECTION TWO

FACILITIES AND EQUIPMENT

Cleanliness and Sanitation of the Cafeteria

Equipment Cleaning and Sanitizing

Facility and Equipment Maintenance

Pest Control

Storing and Using Poisonous or Toxic Chemicals

Manual Warewashing

Machine Warewashing

Ice Machine Usage

Laundry and Linen Use

Cleanliness and Sanitation of the Cafeteria

Purpose:
To maintain the cleanliness and sanitation of the cafeteria.

Scope:
This procedure applies to all foodservice employees.

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

Instructions:
1. Train food service employees on the proper cleaning and sanitation procedures.
2. Train employees on the safe use of cleaning supplies and chemicals.
3. 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 40°F 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. Immediately wipe up spills as they occur. Use only designated cloths.
9. After service clean and sanitize tables, counters, and all other serving areas. Inspect milk coolers, checking for any spillage and inventory milk.
10. Sweep and clean floors after meals.
11. According to the cleaning schedule, routinely clean all areas of the cafeteria, including milk coolers, condiment dispensers, etc.

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

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

Verification and Record Keeping:
1. Post cleaning schedules and cleaning rotation.
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.

Equipment Cleaning and Sanitizing

Purpose:

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

Scope:

This procedure applies to all foodservice employees.

Instructions:

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

1. Disassemble removable parts from equipment.
2. Use the three-sink method to wash, rinse, and sanitize all parts. Verify sanitizer concentration for each meal period and as necessary as per policy.
    a. Quaternary ammonia – 220 ppm and immerse for 30 seconds
    b. Iodine – 12.5-25 ppm and immerse for 30 seconds
    c. Chlorine – 50 ppm and immerse for 7 seconds
3. Wash rinse, and sanitize all food contact surfaces of the equipment that are stationary.
4. Allow all parts of the equipment to air dry.
5. Re-assemble the equipment.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Facility and Equipment Maintenance

Purpose:

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

Scope:

This procedure pertains to all foodservice employees.

Key words:

Ventilation System, Calibration of thermometers

Instructions:

Managers in the school foodservice operations must:

1. Monitor 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. Toilet paper must be available at each toilet. The point violation for noncompliance has increased from 1 to 4.
2. Take water temperature to ensure that hot and cold running water is available at all sinks.
3. Check to make sure that there is no possibility of back siphonage.
4. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
5. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
6. Establish a schedule for the calibration of thermometers (at least once per week).
7. Contact CNP Director of any maintenance problems. *Emergencies are classified as equipment failure that puts the safety of food or security at risk.*

CNP Preventative Maintenance Shall be contracted if in-house maintenance is not available.

1. Assure all equipment in the foodservice facility is well maintained.
2. Schedule preventive maintenance for selected equipment.
3. Change and clean filters at least monthly.

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. Maintain copies of all maintenance request until action has been taken.

Pest Control

Purpose:

To ensure that pests are controlled in the foodservice operation, including the use of a licensed pest control operator (PCO).

Scope:

This procedure pertains to all foodservice employees.

Key Words:

Licensed Pest Control Officer, Integrated Pest Management Program

Instructions:

1. Employees will use an integrated pest management program (IPM) using the following steps:
   a) Deny access to pests
      - 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.

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.
    - Check local regulations before disposing of pesticides. Many are considered hazardous waste.
    - 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 shall:

1. Supervise daily cleaning routine.
2. Request employee input in the program during staff meetings.
3. Conduct routine inspections of the facility.
4. Review infestation and control issues with PCO, take necessary steps to control and/or eliminate pests.

Corrective Actions:

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

Verification and Recordkeeping:

File PCO / IPM records with HACCP records.

Storing and Using Poisonous or Toxic Chemicals

Purpose:

To prevent foodborne illness by chemical contamination

Scope:

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

Key words:

Material Safety Data Sheets, Chemical Test Kit

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.
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. Test for concentration hourly.
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.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist to indicate that monitoring is completed.

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.

Key Words:

Warewashing sinks, water temperature, immerse

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:
    a. Rinse, scrape, or soak all items before washing.
    b. Wash items in the first sink in the detergent solution. Water temperature should be at least 110ºF. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone or water is dirty.
    c. Immerse or spray-rinse items in second sink. Water temperature should be at least 110ºF. Remove all traces of food and detergent. If using immersion method, replace water when it becomes cloudy, dirty, or suds appear.
    d. 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 171ºF. 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.)A test kit must be provided to check sanitizer levels. Any school found not to be in compliance will be assessed a 4-point violation. This has been amended from a 1-point violation according to the 2013 Food Code Change.
    e. Water must be correct temperature for the sanitizer used. Air-dry all items on a drainboard. Do not use towels to dry items.
    f. When using hot water to sanitize, the sanitation compartment must have a booster heater and be provided with a rack or basket for equipment immersion. According to the 2013 Food Code Changes, a violation in this area is increased from 1-point violation to a 4 point violation.

Proper Warewashing Three Compartment Sink Setup

Wash Sink	Rinse Sink	Sanitizing Sink
1. WASH	**2. RINSE**	**3. SANITIZE**
110ºF Soapy Water	110ºF Clear Water	171ºF or Chemical sanitizer * (see next page)

Manual Warewashing, Continued

Chemical concentration levels when using a chemical sanitizing solution.

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

Monitoring:

Designated individual will observe that employees using warewashing sinks are using 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:

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

Machine Warewashing

Purpose:

To prevent the outbreak of foodborne illness by washing, rinsing, and sanitizing flatware, serving dishes, pots and pans, and utensils.

Scope:

This procedure pertains to all foodservice employees.

Key words:

Manual Operation, Pre-warm, water temperatures

Instructions:

Employees who use the warewashing machine will be responsible for knowing how to use the machine, document its use, and properly maintain it after use.
Steps include:

1. Fill dish machine tanks prior to use, using the automatic filler.
2. When filled, turn the dish machine to manual operation and run for five minutes prior to washing any dishes to ensure dish water is pre-heated.
3. Check all soap and rinse additive dispensers have enough products for the day's use.
4. Scrape and rinse all items before placing them in the machine.
5. Load the dishwasher racks. Avoid overloading or improper loading.
6. Place rack in machine and close door or place on conveyor belt. Check that wash cycle is maintaining at least 150ºF and runs for a minimum of 2 minutes.
7. Note the temperatures for the wash and rinse cycles and the water pressure. Temperatures and pressure should be at least:
   - Wash – 150ºF and runs for a minimum of 2 minutes
   - Rinse – 180ºF
   - Minimum water pressure for final rinse should be at least 15-25 psi
8. Check sanitizer concentration using appropriate test strips if chemical sanitizer is used.
9. Remove dishes from machine, and allow to air dry.

Monitoring:

The manager will verify that the dishmachine is functioning properly.
Verify that the temperatures and water pressure meet standards and notify the program director if problems arise. Routine maintenance schedule will be established for the cleaning and de-liming of all dishmachines.

Corrective Action:

Workers will be retrained on the use and care of the dishmachine. Dishes that are not clean will go through another cleaning cycle until they are clean.

Verification and Record Keeping:

The employees will verify that the machine is operating properly each day. The proper temperatures of the machine will be documented on the monthly Food Safety Checklist and filed appropriately.

Ice Machine Usage

Purpose:

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

Scope:

This procedure pertains to all foodservice employees.

Key Words:

Food contact surface, scoop, bare hand contact

Instructions:

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

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:

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

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.

Key Word:

Cross-contamination, soiled, stained

Instructions:

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

All employees in foodservice must:

1. Use wiping cloths for purposes of cleaning and sanitizing, as needed.
2. Change wiping cloths and aprons before lunch service to minimize the risk of cross contamination.
3. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
4. After use, thoroughly rinse mop heads and sanitize in a bleach solution of two tablespoons of bleach to one gallon of water, squeeze out excess water and hang up to dry in a separate designated area outside kitchen. This will minimize mold growth and infestation by pests. Toilets and urinals may no longer be used for disposing of mop water.
5. Linens should be washed in temperatures appropriate for color and type of fabric; generally wash water of 120°F is recommended.
6. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth, particularly in humid conditions.
7. Clean and soiled linens are to be kept separate. Employees should wash their hands prior to handling clean linens.
8. Any linen that comes in contact with human blood or other bodily fluids should be thrown away.
9. Best practice is to avoid linen contact with food.

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 agents to effectively clean all items laundered are available.

Corrective Action:

Linens that do not meet the standards of cleanliness will be re-washed. Any worker using cloths to dry will be retrained and dishes will be washed and dried using correct procedures.

Verification and Record Keeping:

Any problems will be noted and filed.

SECTION THREE

PERSONNEL

Employee Health and Personal Hygiene

Washing Hands

Glove and Utensil Use…

Employees Eating and Drinking in the Workplace

Contact with Blood and Bodily Fluids

Visitors in Foodservice

Tasting Method

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.

Key Words:

Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee health policy and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Wear shoes rated for kitchen work that have enclosed leather tops. Soles of shoes must be safety rated and designed to be oil and slip resistant.
5. Wear a clean, wrinkle free apron and change the apron when it becomes soiled.
6. Wash hands following the procedures outlined in SOP on hand washing.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough and do not extend beyond the tip of the finger.
8. Jewelry can be worn but must comply with the local health inspector rules. No rings except for plain wedding bands. Watches/Fitbits/Pedometers are allowed. Earrings the size of a quarter are allowed.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
10. Cover a lesion containing pus with a bandage.
11. 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.
12. Eat and drink only in designated break areas where food or food contact surfaces may not become contaminated.
13. Use of tobacco products is prohibited on School Board property.
14. When sampling food, taste food the correct way by using disposable utensils and containers. Obtain a small sample of food and step away from exposed food and food contact surfaces.
15. If using a teaspoon and non-disposable container to taste the food remove the used teaspoon and container to the dish room.
16. Never reuse a spoon that has already been used for tasting. Wash hands immediately after tasting food.
17. Effective hair restraints and protocol should be observed and followed at all times. Per the local health inspector, hair can be cut short without using physical restraints. Physical restraints are allowed for others with medium/long hair such as pony tail holders, bobby pins, hair clips, hair nets, caps, visors, etc.
18. Fingernails: When working with food, fingernails must be trimmed, filed and maintained. Unless wearing gloves, polish and artificial nails are not allowed according to the 2013 Food Code Changes. The point violation for any CNP employee found not to be in compliance increased from 1 to 4.
19. Follow State and local public health requirements.

Employee Health and Personal Hygiene, continued

Monitoring:
The manager or assistant manager 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. The incident will be documented by the manager. On the second offense the incidence will be reported to the school administrator in writing with a copy to the CNP Director.

Verification and Record Keeping:
The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist month. 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.

Corrective Action:
Linens that do not meet the standards of cleanliness will be rewashed. Any worker using cloths to dry will be retrained and dishes will be washed and dried using correct procedures.

Washing Hands

Purpose:

To prevent food borne illness caused by contaminated hands

Scope:

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

Keywords:

Hand washing, Cross-Contamination

Instructions:

1. Managers must ensure that any individual who prepares or serves food is trained on proper hand washing.
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. Each hand sink is required to have soap, paper towels or a drying device and hot water available at 100°F. A waste container must be provided at each hand washing sink or near the door in the restrooms. Point violations increase from 1 to 4 points in the 2013 Food Code.
5. 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.
6. Keep hand-washing sinks accessible anytime employees are present.
7. Wash hands often and for a period of no less than 20 seconds using anti-bacterial soap:
    - 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 eating and 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

8. Follow proper hand-washing procedures as indicated below:
    - After using the bathroom, hands should be washed at the hand-washing sinks in the food preparation area near the bathroom.
    - Wet hands and forearms with warm, running water (at least 100ºF) and apply an anti-bacterial soap.
    - Scrub lathered hands and forearms, under fingernails and between fingers for at least 15 - 20 seconds. Rinse thoroughly under warm running water for 5 -10 seconds.

Washing Hands, continued

- Dry hands and forearms thoroughly with single- use paper towels.
- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.

- Use paper towel to open door when exiting the restroom.

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
    - Use hand sanitizers only after hands have been properly washed and dried.
    - Use only hand sanitizers that comply with the 2013 FDA Food Code.
    - Confirm that the hand sanitizers used meet these requirements.
    - Use hand sanitizers in the manner specified by the manufacturer.

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

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

Verification and Record Keeping:
Foodservice manager will complete the Food Safety Checklist monthly to indicate that monitoring is being conducted as specified.

Gloves 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.

Key Words:

Gloves, Utensils, Ready to eat food

Instructions:

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

Gloves and Utensil Use, continued

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 in the correct place 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.

Key words:

Designated area, production area, never

Instructions:

1. 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.
2. No chewing gum is allowed by employees during the work period.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Contact with Blood and Bodily Fluids

Purpose:

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

Scope:

All employees in school foodservice.

Key Words:

Body Fluids, Blood-Borne Pathogens Kit

Instructions:

1. Contain the source of the blood.
2. Wear disposable gloves when exposed to blood or bodily fluids to minimize the risk of contamination.
3. Dispose of contaminated gloves so that they do not come in contact with other people, food, or equipment. Dispose of any contaminated foods.
4. Clean and sanitize any affected food contact surfaces with a chlorine solution.
5. Follow procedures outlined by the school administration.
6. If needed, seek assistance from someone trained to handle blood or bodily fluids, such as a school nurse or principal, as needed.
7. Child nutrition employees are not allowed to clean up blood and bodily fluids outside food preparation area.
8. Procedures are required for responding to vomiting or diarrheal events in the establishment. See attached procedures in the Forms and Procedures section.

NOTE: A Blood-Borne Pathogens Kit should be located in the school, to be used when handling blood is necessary.

Monitoring:

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

Corrective Action:

Follow up as necessary

Verification and Record Keeping:

Document and file

Visitors in Foodservice Area

Purpose:

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

Scope:

All visitors to the foodservice area

Key words:

Limit Access, Board Policy, Washing hands, Hair restraints

Instructions:

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

Monitoring:

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

1. Limited access to foodservice production areas
2. Procedures for signing in and out through the school office.
3. Location of and proper use of hand washing stations.
4. Manager must monitor visitors in CNP spaces at all times to ensure that procedures are followed.
5. Limit unauthorized entry by maintaining the security perimeters.

Corrective Action:

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

Verification and Record Keeping:

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

Tasting Method

Purpose:

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

Scope:

All employees in school foodservice.

Key words: Two spoon method, original food container.

Instructions:

Authorized Tasting Method

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

SECTION FOUR

PURCHASING TO STORAGE

Purchasing

Receiving

Storage

Date Marking Ready-To-Eat Potentially Hazardous Food

Purchasing

Purpose:

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

Scope:

Employees in charge of food purchases

Key words:

Purchasing, Potentially hazardous foods, pasteurized, state inspection

Instructions:

1. Purchase packaged or processed foods only from suppliers who receive their products from licensed and reputable vendors and manufacturers who adhere to good manufacturing practices.
2. Fresh produce may be purchased directly from local growers as there is no inspection process for these non-potentially hazardous foods (with exception of melons and fresh alfalfa sprouts).
3. When making direct purchases, buyers should ensure packages are clean and will maintain the integrity of the food item, as communicated through product specifications.
4. 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.
5. Beef or pork that is processed in a state inspected locker may be purchased by a foodservice operation.
6. 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.
7. 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. When possible, visit approved vendors to ensure that they maintain clean warehouses.
2. Observe delivery vehicles to ensure cleanliness and temperature control.
3. Use written specifications to ensure that the vendor knows what is to be ordered and delivered each time.

Corrective Action:

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

Verification and Record Keeping:

1. Documentation of any irregularities in grocery deliveries are to be filed
2. Review orders and delivery information to ensure orders and product specifications are being met.

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 handles, prepares, or serves food.

Key Words:

Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Reject goods that do not meet standards.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Keep receiving area clean and well lighted.
5. Do not touch ready-to-eat foods with bare hands.
6. Mark the date of arrival.
7. Compare delivery invoice against products ordered and products delivered.
8. 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. Interior temperature of refrigerated trucks will be recorded on invoice by truck driver.
3. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
4. Check the integrity of food packaging.
5. Check the cleanliness of crates and other shipping containers when accepting products. Reject foods that are shipped in dirty crates.
6. 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. 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 41°F or below.

Receiving Deliveries, continued

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. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices.

Storage

Policy:

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

Scope:

Employees who will be receiving and storing food.

Key words:

Bacterial growth, circulation, FIFO rotation

Instructions:

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

Storage upon Receiving:

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

Storage, continued

9. Store potentially hazardous foods no more than 7 days at 41°F from date of preparation.
10. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in original, labeled containers.

Storeroom sanitation

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, 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°F 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, as this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.
8. Include cleaning and sanitizing of all storage areas on cleaning schedule.

Monitoring:

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

Corrective Action:

Document all corrective action taken on the appropriate forms.

Verification and Record Keeping:

File all temperature logs for one year with HACCP records.

Date Marking Ready-To-Eat, Potentially Hazardous Food

Purpose:

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

Scope:

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

Key words:

Labeling, Identifying, potentially hazardous foods

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
    - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/05, 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, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41ºF or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
    - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/05."
    - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen – 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the7-day time period.
    - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed – 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow State and local public health requirements.

Date Marking Ready-To-Eat, Potentially Hazardous Food, continued

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 monthly.

SECTION FIVE

FOOD PREPARATION

Use of Thermometers

Calibration Thermometers

Using Utensils When Handling Ready-To-Eat-Foods

Washing Fruits and Vegetables

Thawing Foods

Pre-preparation of Potentially Hazardous Foods

Cooking Potentially Hazardous Foods

Holding Hot and Cold Potentially Hazardous Foods

Cooling Potentially Hazardous Foods

Reheating Potentially Hazardous Foods

Preparing Ready to Eat Cold Foods

Sack Lunches

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.

Key words: Sanitize, Insert, Calibrate, Thermometer Sensor

Instructions:

1. Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures to measure the temperature of food items:
    - Use a calibrated thermometer.
    - Probe type thermometers are required for checking food and dishwashing temperatures.
    - 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:
        a) the thickest part of the product for meat, poultry, or fish
        b) the center of the item
        c) between two packages of refrigerated or frozen packaged foods
        d) until at least 2 inches are submersed in milk and other liquids
        e) 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. ***Recipes calling for a temperature for 15 seconds are referring to measuring the temperature for a minimum of 15 seconds (cook to 165°F for 15 seconds)***
    - Read thermometer and record temperature.
    - Sanitize stem of thermometer and store it in protective cover in an accessible location.
2. Keep thermometers and their storage cases clean, stored safely, and easily accessible.
3. 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 touch the sides or bottom of the container.
7. The 2013 Food Code states that an irreversible registered thermometer is required for mechanical dishwashers using hot water to sanitize.

Use of Thermometers, Continued

Monitoring:

Ensure that temperatures and corrective actions are being met.

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

Corrective Action:

Replace defective thermometers.

Verification and Recordkeeping:

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

Calibration of Thermometers

Purpose:

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:

Key word:

Sensing area, Probe Stem, Thermometer Calibration Record

Instructions:

Note: *The ice-point method of calibrating thermometers is the most accurate and should be used, unless a thermometer cannot read 32°F.The boiling-point method is sometimes less reliable due to variances in altitude and atmospheric pressure. We will not use this method for calibrating because of the risk for injury from boiling water.*

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.

Boiling Point Method

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

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

Monitoring:

A designated foodservice employee will inspect the procedure used in calibration of thermometers.

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.

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 serves food.

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
    - Single-use gloves
    - Deli tissue
    - Foil wrap
    - 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.

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 monthly. The designated foodservice employee responsible for monitoring will record any discarded food.

Washing Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train 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 41ºF or below (see SOP for Date Marking, Ready-to-Eat, Potentially Hazardous Food).
11. Cut leafy greens and cut fresh tomatoes are added to the list of foods that must be time/temperature controlled for safety (TCS) with the 2013 Food Code Changes. Date marking rules apply.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
13. Follow State and local public health requirements.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Thawing Foods

Purpose:

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 at70°F or lower. Prepare the product within 4 hours of thawing.
    - Thaw the product in the microwave if product will be cooked immediately.
    - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use lowest shelf in cooler for thawing raw meat to prevent cross contamination. Separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed foods, unless they are first cooked or processed.

Monitoring:

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

Corrective Actions:

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

Verification and Record Keeping:

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

Pre-preparation of Potentially Hazardous Foods

Purpose:

To prevent foodborne illness and cross contamination during the pre-preparation stage.

Scope:

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

Keywords:

Cutting Boards, cross contamination, proper handling

Instructions:

1. Train foodservice employees who prepare food for cooking or eating to follow safe sanitation practices at all time.
2. Ensure that all raw food is kept separated from cooked, ready to eat foods.
3. Wash and rinse all ready to eat food in designated sink. Use food service gloves during preparation of ready to eat foods. No hand contact.
4. Wash all fruits and vegetables to remove pesticide residue, dirt, and insects. Produce with hard skins that cannot be easily damaged, employees shall use a vegetable brush to scrub the outer surfaces if the produce will be served with the skin intact.
5. If Meat Slicer, chopper, or Robot-Coupe is being used for more than one item, the machine is to be broken down, cleaned, sanitized and reassembled between tasks to prevent cross contamination.
6. Reduced oxygen packaged (vacuum sealed) frozen fish must be removed from the package before thawing or immediately after.
7. Maintain food contact surfaces by using color-coded cutting boards as follows:

- Red for meat
- Green for vegetables or fruits
- Yellow for breads

8. 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.
9. There is a difference between cleaning and sanitizing. Cleaning and sanitizing MUST be done separately in order to be effective.

- After pre-preparation are complete, clean utensils, cutting boards and other preparation areas. Wipe work tables with sanitizing solutions and rinse with fresh water to remove chemical residue.
- Take cutting boards and utensils to 3-compartment sink, wash, rinse and place in sanitizing sink.

Pre-preparation of Potentially Hazardous Foods, continued

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Cooking Potentially Hazardous Foods

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

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

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

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:
   - 145ºF for 15 seconds
     a. Seafood, beef, and pork
     b. Eggs cooked to order that are placed onto a plate and immediately served
   - 155ºF 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
   - 165ºF for 15 seconds
     a. Poultry
     b. Stuffed fish, pork, or beef
     c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
   - 135ºF for 15 seconds
     a. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.
     b. Non-continuous cooking of raw animal foods is allowed but a plan must be submitted to and approved by the Health Department.
5. Take end-point cooking temperatures.
6. Record the end-point cooking temperature on the **Production 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. Heat fruits, vegetables, and ready-to-eat commercially processed and packaged foods to 135ºF for hot service.
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. Non-continuos cooking of raw animal foods is allowed but a plan must be submitted to and approved by the Health Department.
12. 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.

Procedure for Handling Sliced Turkey

Roast Turkey. Cook, Serve, Cool Leftovers, Reheat, and Serve

Receive:
Frozen turkey from certified vendor (USDA inspected).

Store in walk- in freezer (0°F or below).

Thaw bulk turkey in refrigerator (41°F or below).

Cook to proper temperature (165°F for a minimum of 15 seconds).

Slice, portion, and serve (hot holding at 135°F or above).

Immediately refrigerate leftovers. Place in shallow pans and cool to 41°F or below within 6 hours but from 135°F to at least 70°F in the first 2 hours. (Take temperature at 1.5 hours.)

Remove leftovers from refrigerator and reheat to 165°F for a minimum of 15 seconds.

Hot hold at 135°F or above.

Serve.

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 temperature on the Production Record. Foodservice manager will verify that a foodservice employee has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing.

Holding Hot and Cold Potentially Hazardous Foods

Purpose:

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

Scope:

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

Key Words:

Cross-Contamination, Temperatures, Holding,

Instructions:

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

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
    - Verify the air/water temperature of any unit is at 135ºF. or above before use.
    - Reheat foods in accordance with the Reheating for Hot Holding SOP.
    - All hot potentially hazardous foods should be 135ºF 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 the air/water temperature of any unit is at 41ºF or below before use.
    - Chill foods, if applicable, in accordance with the Cooling SOP.
    - All cold potentially hazardous foods should be 41ºF 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 Cooling SOP if the food is not 41ºF or below.
    - Verify that the air temperature of any cold holding unit is at 41ºF or below before use and at least every 4 hours thereafter during all hours of operation.

Holding Hot and Cold Potentially Hazardous Foods, continued

Corrective Action:
For hot foods:

- Reheat the food to 165ºF for 15 seconds if the temperature is found to be below 135º F and the last temperature measurement was 135ºF 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 135ºF.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41ºF and the last temperature measurement was 41ºF or below and taken within the last 2 hours: Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach- in cooler or freezer.
- Use a quick-chill unit like a blast chiller if available.
- Stir the food in a container placed in an ice water bath
- Add ice as an ingredient
- Separate food into smaller or thinner portions
- Discard the food if it cannot be determined how long the food temperature was above 41ºF.

Verification and Record Keeping:
Foodservice employees will record temperatures of food items and document corrective actions on Production Record. 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 production record at the close of each day. The production records 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

Scope:

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

Keywords:

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

Instructions:

1. Train foodservice employees who prepare or serve food on how to 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 topshelf in the back of the walk- in or reach- in cooler or freezer.
   - Use a quick-chill unit like a blast chiller, if available.
   - 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.
   - Separate food into smaller or thinner portions.
   - Pre-chill ingredients and containers used for making bulk items like salads.
   - To cool hot TCS foods, place in shallow pans, separated into thinner portions and put into freezer or blast chillers or stirred in an ice bath. The point violation for noncompliance has increased from 1 to 4 points.
4. Follow State or local health department requirements regarding required cooling parameters.
5. Chill cooked hot food from:
   - 135ºF to 70ºF within 2 hours. Take corrective action immediately if food is not chilled from 135ºF to 70ºF within 2 hours.
   - 70ºF to 41ºF or below in remaining time. The total cooling process from 135ºF to 41ºF may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135ºF to 41ºF within the 6 hour cooling process.

Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70ºF to 41ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food not chilled from 70ºF to 41ºF within 4 hours.

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.

Cooling Potentially Hazardous Foods, Continued

2. Density of the food – the denser the food, the slower it will cool.
3. Container in which a food is stored – stainless steel transfers heat from foods faster than plastic. Shallow pans allow the heat from food to disperse faster than deep pans.

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

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 165ºF for 15 seconds and start the cooling process again using a different cooling method when the food is
   - Above 70ºF and 2 hours or less into the cooling process; and
   - Above 41ºF and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
   - Above 70ºF and more than 2 hours into the cooling process; or
   - Above 41ºF 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 45ºF and less than 4 hours into the cooling process.

Discard prepared ready-to-eat foods when the food is above 41ºF 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 manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing cooling log. 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

Scope:

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

Key words:

Processed foods, leftovers, pre-cooked foods

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 165ºF for 15 seconds for hot holding.
4. Reheat the following products to 165ºF 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 165ºF for 15 seconds
    - Heat leftovers to 165ºF 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 41ºF and 165ºF 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 temperature on production record. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift. The Production Records are kept on file for a minimum of one year.

Preparing Ready-to-Eat Cold Foods

Purpose:

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

Scope:

All employees involved in the production of cold foods.

Keywords:

Production Record, Pre-chill, food contact surfaces

Instruction:

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

Preparing Ready-To-Eat Cold Food, continued

Monitoring:

Manager will monitor these procedures daily.

Corrective Actions:

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

Verification and Record Keeping:

Foodservice employees will record temperatures and any corrective actions taken on the Production Record. Foodservice manager will verify that foodservice employees are properly preparing ready to eat cold foods and pre-cooling foods prior to assembly. File logs in HACCP records

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.

Keywords:

Temperature Danger Zone, Discard food,

Instructions:

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

Monitoring:

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 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 re-trained.
2. Teachers/staff who fail to demonstrate a working knowledge of sack lunch guidelines and procedures will be re-trained 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.

SECTION SIX

HOLDING AND SERVING FOOD

Holding Hot Potentially Hazardous Foods

Holding Cold Potentially Hazardous Foods

Serving Food

Using Hot Holding Cabinets for proofing cabinets

Holding Hot Potentially Hazardous Foods

Purpose:

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

Scope:

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

Keywords:

Batch cooking, 2013 FDA food code

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot holding temperatures. If State or local health department requirements are based on the *2013 FDA Food Code,* Hold hot foods at 135ºF or above.
3. Preheat steam tables and hot boxes before placing food into the holding cabinet.
4. Prepare and cook only as much food as is needed (i.e. Use batch cooking).
5. Reheat foods only in appropriate cooking equipment (oven, steamer, microwave, steam-jacketed kettle) to 165ºF, then transfer to holding equipment. Hot holding equipment should never be used to reheat foods.
6. Use hot-holding equipment that can keep hot foods at 135ºF or higher.
7. 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.)*
8. Keep foods covered to retain heat and to keep contaminants from falling into food.
9. Measure internal food temperatures at least every two (2) hours using a probe thermometer. Record temperature on production record.
10. Discard hot foods after four (4) hours if they have not been properly held at or above 135ºF.
11. Do not mix freshly prepared foods with foods being held for service to prevent cross-contamination.
12. Discard all hot holding food after four hours if the temperature has not been monitored during that time.
13. Any food item being held in a hot holding cabinet that the temperature drops below 135ºF must be removed from holding cabinet and reheated to 165ºF then returned to the holding cabinet.

Holding Potentially Hot Food, continued

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit.
    - Verify that the air/water temperature of any unit is at 135ºF or above before use.
    - Reheat foods in accordance with the Reheating for Hot Holding SOP.
    - All hot potentially hazardous foods should be 135ºF or above before placing the food out for display or service.
    - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

Corrective Action:

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

Verification and Record Keeping:

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

Holding Cold Potentially Hazardous Foods

Purpose:

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

Scope:

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

Keywords:

Cold Holding, Rapid Chill, 2013 FDA food code

Instructions:

3. 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.
4. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2013 FDA Food Code:* Cold foods at 41ºF or below.
5. Use cold-holding equipment that can keep cold foods at 41ºF or lower.
6. Measure internal food temperatures at least every two hours using a probe thermometer. Record temperatures on the production record.
7. Protect cold foods from contaminants with covers of food shields.
8. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use. Never reuse ice that has been used for display.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For cold foods held for service:
    - Verify that the air/water temperature of any unit is at 41ºF or below before use.
    - Chill foods, if applicable, in accordance with the Cooling SOP**.**
    - All cold potentially hazardous foods should be 41ºF or below before placing the food out for display or service.
    - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
5. For cold foods in storage:
    - Take the internal temperature of the food before placing it into any walk-in cooler or reach- in cold holding unit.
    - Chill food in accordance with the Cooling SOP if the food is not 41ºF or below.
    - Verify that the air temperature of any cold holding unit is at 41ºF or below before use and at least every 4 hours thereafter during all hours of operation.

Holding Potentially Hazardous Cold Food, continued

Corrective Action:

1. 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:
2. 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.
3. Use a quick-chill unit like a blast chiller, if available
4. Stir the food in a container placed in an ice water bath
5. Add ice as an ingredient
6. Separate food into smaller or thinner portions
7. Repair or reset holding equipment before returning the food to the unit, if applicable.
8. 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 Production Record. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the production record at the close of each day. The production records are kept on file for a minimum of one year.

Serving Foods

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 135ºF or above
   - Cold foods at 41ºF
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
3. Train foodservice employees who serve food on the correct use of a food thermometer.
4. Clean the area on and around the service line, using warm soapy water.
5. Sanitize the area on and around the service line, using an approved sanitizer.
6. Wipe down area before service begins, and as needed throughout service.
7. Cloths used for cleaning food spills shouldn't be used for anything else.
8. Store utensils properly, with the handle extended above the container, or on a clean, sanitized food-contact surface.
9. Use serving utensils with long handles to keep hands away from the food item.
10. Clean and sanitize utensils before using them, and use separate utensils for each food item.
11. Handle glassware and dishes properly, in a sanitary fashion.
12. Hold flatware and utensils by the handles.
13. Take temperatures of foods at the beginning of each service period.
14. Take temperatures of foods when changing pans of food to assure proper serving temperatures are achieved.

Monitoring

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

Serving Foods, Continued

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 Production Record. The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The production records are kept on file for a minimum of one year.

Using Hot Holding Cabinets as a Proofing Cabinet

Purpose:

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

Scope:

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

Instructions

1. Train foodservice employees how to convert warmer/proofer cabinets from one mode of operation to another. Include in the training a discussion of the temperature danger zone.
2. Follow local health department requirements regarding required hot holding temperatures at 135ºF or above.
3. Raw dough proofs best at temperatures of around 90°F. with 80-90% humidity.
4. Use only the cabinets that are designed as a proofer/warmer. Regular food warmers will become too hot for optimum proofing.
    - Ensure cabinet is pre-warmed to 90°F. If cabinet had been used as a hot holding cabinet, it must be cooled down.
    - Ensure water is in the water reservoir.
    - Place rolls in cabinet until doubled in bulk. Covering rolls or adding an oil or butter is not necessary if the humidity is correct. The rolls will rise without forming a crust.
5. Changing to a hot holding cabinet.
    - When proofing is completed, turn the temperature up to a minimum of 150°F – 160°F and allow the cabinet to heat back up. The higher temperature will ensure that the cabinet coldest spots will stay above the minimum temperature.
    - Ensure the reservoir is refilled if you wish to keep your food moist.
6. Ensure the cabinet is cleaned and the water reservoir is empty after service is complete. Leave door open to allow interior to air dry.

Monitoring

1. A designated foodservice worker will verify that foodservice employees are following the conversion as described.
2. The food service manager will verify that foodservice workers are converting the cabinet properly and cleaning cabinet afterwards.
3. A designated food service employee will check each cabinet daily to ensure the cabinet is cleaned, water pan drained, and cabinet left opened to dry.

Corrective Action:

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

Verification and Record Keeping:

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

SECTION SEVEN

Consumer Issues

Responding to a Foodborne Illness Complaint
Food Safety in Emergency Situations

Responding to a Foodborne Illness Complaint

Purpose:

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

Scope:

All foodservice employees

Keywords:

Foodborne Illness Incident Report, Symptoms

Instructions:

1. *When a complaint is received related to a foodborne illness, employees will:*
    - Indicate concern for the individual and let that person know that the complaint will be referred to the school 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 names and phone number
4. Notify the school administrator. Provide that individual with the pertinent information needed to answer questions.
5. The superintendent will 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.

Jasper City Schools Standard Operating Procedure for Food Recall

Managers Responsibilities

STEP 1 Segregate the product in inventory, any open containers, any leftovers and any suspect containers without a label. Inform the staff not to use this product.

STEP 2 Mark the product "DO NOT USE AND DO NOT DISCARD", with an 8 ½ x 11 sign securely attached.

STEP 3 Review invoices, inventory, production records and menus to determine if food has been used.

STEP 4 Add the amount on inventory and the amount used to determine if they total the amount received.

STEP 5 Document the dates used and to whom it was served (classes not individuals).

STEP 6 Collect names and symptoms of physical illness and action taken.

STEP 7 Follow instructions for collection, return or destruction. Instruction may vary and will be sent to you from the CNP Director.

STEP 8 Submit necessary paper work for reimbursement of food cost to CNP Director.

STEP 9 Document everything and keep one copy on file for 3 years plus current year. Send one copy to the CNP Director.

1. Recall notice
2. Invoices
3. Inventory
4. Reimbursable cost
5. Illness report
6. Description of how food was used or destroyed

STEP 10 Complete food recall checklist

CLASS I RECALL could cause serious health problems

CLASS II RECALL remote probability of adverse health problems

CLASS III RECALL will not cause health problems (missing ingredient, etc.)

HOLD a time period for investigation. Do not use if on hold.

RELEASE if a food is found safe it will be released

NOTE: All public communications will be handled by the Jasper City Board of Education communications contact person, which is the Superintendent. Do not make statements to the media without written permission.

BOTTOM LINE: If you sense there is a problem with any Food item do not serve it or consume it.

DO NOT USE AND DO NOT DISCARD

Date:_____

CNP DIRECTORS RESPONSIBILITIES

1. Call managers and fax or email recall notice as soon as it is received.
2. Follow check list.

Jasper City Food Safety Coordinator

Beckie Martin
Child Nutrition Director
Jasper City Board of Education
110 West 17th Street
Jasper, Alabama 35501

E-mail address: bmartin@jasper.k12.al.us
Phone: 205-384-6880
Fax: 205-387-5213
Cell: 205-221-8020

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

Keywords:

Menu changes, wholesome

Instructions:

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

Monitoring:

The foodservice director or unit supervisor will:

1. Follow 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 directions regarding safe food handling for 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.

FOOD PREPARATION

ACTION PLAN

FOOD PREPARATION ACTION PLAN

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

The menu is posted in the kitchen. Each menu item available for service is listed in this food safety program. 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. (These Process Charts containing the list of menu items are attached on the following pages.) 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.
- Periodic refresher training for employees will be provided on an annual basis.

**An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document will be available in the manager's office*

Jasper City Board Of Education Child Nutrition Program
FOOD PREPARATION ACTION PLAN

Food Safety Program

MENU ITEMS SORTED BY PROCESS

PROCESS 1 (NO COOK)	PROCESS 2 (COOK AND SERVE SAME DAY)	PROCESS 3 (COMPLEX FOOD PREPARATION)
Milk	Chicken Nuggets	Slaw
Juice	Chicken Tenders	Cornbread Dressing
Fresh Fruit	Macaroni and Cheese	
Fresh Vegetables	BBQ Chicken	
Frozen Fruit Cup	Hamburger Patty	
Canned Fruit	Chicken Patty/Chicken Breast	
String Cheese	Cheese Pizza/French Bread Pizza	
Cereal	Ranch Dressing	
Yogurt	Corn/Carrots	
Chips	Beef Soft Tacos/Taco Salad	
Dessert Innovations Brownie	Pinto Beans/Baked Beans	
Bread	Hot Dog Weenie/Corn Dog	
Hot Dog Bun	Hot Dog Chili	
Hamburger Bun	Vegetable/Taco Soup, Chili	
Poptart	Turkey	
Muffin	Sweet Potatoes/Swt Pot Fries	
	Black Eyed peas/English Peas	
	Green Beans, Lima Beans	
	Roll/Biscuit	
	Cookie	
	Spaghetti/Pasta Bake	
	California Blend Vegetables	
	Hot Pocket	
	Tater Tots/Oven Fries	
	Cream Potatoes/Baked Potatoes	
	Broccoli w/ Cheese	
	Egg Squares	
	Pancakes/Mini Pancake	
	Sausage/Cocktail Weenies	
	Cinnamon Roll/Cinnamon Raising	
	French Toast Sticks/Waffle Sticks	
	Crispito/Quesadilla	
	Burrito	

FOOD PREPARATION ACTION PLAN
Process 1 -NO COOK

Keep Food Below 41°F Degrees
No hand to food contact!

Menu Item	Recipe #
Milk	
Juice	
Fresh Fruit	
Fresh Vegetables	
Frozen Fruit Cup	
Canned Fruit	
String Cheese	
Cereal	
Yogurt	
Chips	
Dessert Innovations Brownie	
Bread	
Hot Dog Bun	
Hamburger Bun	
Poptart	
Muffin	

Control measures

CCP:

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

SOP:

- Personal Health and Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Preparing Cold Food
- Holding Cold Potentially Hazardous Foods
- 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

Cook to correct to correct temperature. Serve at 135°F or above.

Menu Item	Recipe Number	Cooking Temperature
Chicken Nuggets		
Chicken Tenders		
Macaroni and Cheese		
BBQ Chicken		
Hamburger Patty		
Chicken Patty/Chicken Breast		
Cheese Pizza/French Bread Pizza		
Ranch Dressing		
Corn/Carrots		
Beef Soft Tacos/Taco Salad		
Pinto Beans/Baked Beans		
Hot Dog Weenie/Corn Dog		
Hot Dog Chili		
Vegetable/Taco Soup, Chili		
Turkey		
Sweet Potatoes/Swt Pot Fries		
Black Eyed peas/English Peas		
Green Beans, Lima Beans		
Roll/Biscuit		
Cookie		
Spaghetti/Pasta Bake		
California Blend Vegetables		
Hot Pocket		
Tater Tots/Oven Fries		
Cream Potatoes/Baked Potatoes		
Broccoli w/ Cheese		
Egg Squares		
Pancakes/Mini Pancake		
Sausage/Cocktail Weenies		
Cinnamon Roll/Cinnamon Raising Biscuit		
French Toast Sticks/Waffle Sticks		
Crispito/Quesadilla		
Burrito		

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
Example Turkey and Dressing		Cook turkeys to a minimum of 165°F	Cool from 135°F to 70°F and to 41° in 4 hours	Reheat to a minimum of 165°F
Slaw				
Cornbread Dresssing				

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 monthly.

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).

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 below.

Corrective Actions

Event	**Corrective Action**	
Receiving temperature for refrigerated product is at 41ºF	Reject product	
Temperature of hamburger patties after standard cooking time is 150˚F	Continue cooking to 165ºF 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 80ºF after 1.5 hours	Immediately reheat chili to 165ºF for 15 seconds, divide and place in shallow pans in refrigerator, loosely covered. Cool to 70ºF within 2 hours or less, and to **41**ºF 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.

CORRECTIVE ACTION

ALL FREEZERS SHOULD BE AT 0°F (32°C) OR COLDER
Always record time and temperature.

If any freezer is registering above 10°F, it should be determined if the freezer is in a defrost cycle. 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.

If the freezer nears 25°F and is warming, contact the Maintenance Director immediately and the CNP Director. If you are unable to reach either of them, contact your Principal. In the event that the Maintenance Director, CNP Director, and Principal are absent contact the Superintendent. *Always record time and temperature.*

ALL REFRIGERATION UNITS SHOULD BE BELOW 40°F
ALL FREEZER UNITS SHOULD BE AT 0°F TO -10°F

If any refrigeration unit is registering warmer than normal, it should be determined if the unit is in a defrost cycle If the fans on the condensing unit inside the freezer are not running and the refrigeration pipes are hot the unit is in defrost. A defrost cycle shall last approximately 30 minutes. If this is occurring recheck again in approximately 30 minutes to see if unit has come back on and is attempting to cool. When the freezer is in defrost, the temperature inside the freezer cavity may rise above freezing temperatures but the food inside shall not be affected if the cycle is completed in a timely manner. Before calling anyone you should determine if the coils are dirty or iced up. You may have to look in the back of the condensing unit to determine if any ice is present. In this case the fans are usually iced up and cannot run. In the case of the coils being iced up call for maintenance immediately.

Walk-in coolers and reach-in refrigerators do not have a defrost cycle. If the temperature drops below 30°F or rises above 41°F and stays there, call the emergency phone numbers.

Make sure you investigate the problem before calling and provide as much information as you possibly can about the problem before you call. Make sure you give specific information, as to what unit it is and what you feel the problem is. *Don't call and report a cooler not operating when you really mean a freezer and that it wasn't running really meant it was in defrost.*

Emergency Phone numbers:
Oscar Mims, Facilities Director: 205-926-9881, ext. 6056 Cell: 205-245-9570

Beckie Martin, CNP Director: 205-926-9887, ext. 6019 Cell: 205-926-0229

Corrective Action Record

Event	Corrective Action

Record Keeping Forms

Documentation Records	How Often?
Food Production Records	
End Point Cooking Temperature	Daily
Time and Temperature for Holding	Daily
Cooking and Reheating Temperature Log	
Cooling Log	
Service Temperature Log	
Equipment/Food Temperature Records	
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	Monthly (Minimum)
Review Records	
Food Safety Checklist	Monthly
Manager's Checklist	Twice Yearly
Training Logs	**On-going**
Corrective Action Records	**As necessary**

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

Record Keeping Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on clip boards in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a monthly basis or sooner, if necessary.
- In the case of monthly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the filing cabinet in the manager's office.

The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion. The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

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. Food Safety Program Manager Review Checklist

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

1. **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.**

   _____
   _____

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?**

   _____
   _____

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 HA CCP 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 5°C (41°F) and 57°C (135°F) that favors the growth of pathogenic micro-organisms.
EXCLUDE: To prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.

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

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

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

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

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

HACCP: Hazard Analysis and Critical Control Point.

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

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

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

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

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

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

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

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

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

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

PERSONAL HYGIENE: Individual cleanliness and habits.

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

- the rapid and progressive growth of infectious or toxigenic micro-organisms.
- 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

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.

FORMS

Foodborne Illness Complaint Form

Date:_____ Time:_____

Person and/or Persons Making Complaint:_____

Complaint:_____

_____

_____

_____

_____

_____

ACTION PLAN:

1. Director Notified:
   Date:_____Time:_____
2. Food Removed from Service: Yes_____ No_____
3. Food Stored in Refrigerator: Yes_____ No_____
4. Food Labeled "DO NOT EAT" Yes_____ No_____

_____
Manager's Signature.

_____
Date Time

If the situation warrants the involvement of the health department. Director will notify.

1. Health Department Notified: Yes_____ No_____
2. School Nurse Notified: Yes_____ No_____
3. Names & Phone Numbers & Address of Students & Staff affected:_____
4. Physicians Names & Phone Numbers:_____
5. Superintendent Notified: Yes_____No_____

*_____

**Superintendent will work with the media should they become involved.*

Jasper City Board of Education

Child Nutrition Program

FOOD SAFETY CHECKLIST

Date_____Observer_____

Directions: Use this checklist monthly. 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. See #18 in Employee Hygiene	□	□	_____
● Fingernails are short, unpolished, and clean (no artificial nails).	□	□	_____
● Jewelry is limited to a plain wedding band and earrings the size of a quarter. Watches/Fitbits/pedometers are allowed.	□	□	_____
● 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, cooked to proper temperature from frozen state, or in cold running water.	□	□	_____
● Thawed food is not refrozen.	□	□	_____
● 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 and 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.	□	□	
● ood 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 135ºF.	□	□	_____
● 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 41ºF.	□	□	_____
● Food is protected from contamination.	□	□	_____

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

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
● Temperatures of dry storage area is between 50ºF and 70ºF 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.	□	□	_____
● Food is stored in original container or a food grade container.	□	□	_____

CLEANING AND SANITIZING	Yes	No	Corrective Action
● Three-compartment sink is properly set up for ware washing.	□	□	_____
● Dish machine is working properly (such as 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 171ºF water for 30 seconds.	□	□	_____
● If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	□	□	_____
● Smallware and utensils are allowed to air dry.	□	□	_____
● Wiping cloths are stored in sanitizing solution while in use.	□	□	_____

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

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

GARBAGE STORAGE AND DISPOSAL	Yes	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 a licensed pest control operator.	□	□	_____

EMPLOYEE TRAINING PLANNER

Date:

Instructors:

Subject:

Summary:_____
_____
_____

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

11._____

12._____

13._____

14._____

Cleaning Schedule

Person Responsible	Equipment	Size - Location	Daily If Used	Monthly	Monthly	Semi-Annual
	Convection Ovens		X		X	
	Combi Oven		X		X	
	Fryers (N/A)		X		X	
	Food Mixer		X		X	
		5 Quart	X		X	
		20 Quart	X		X	
		30 Quart	X		X	
		60 Quart	X		X	
	Reach In Freezer		X		X	
	Reach In Cooler		X		X	
	Tilt – Skillet		X		X	
	Meat Slicer		X		X	
	Walk In Cooler		X		X	
	Walk In Freezer		X		X	
	Pressure/Pressureless Steamer		X		X	
	Steam Jacketed Kettle		X		X	
	Dish Machine (N/A)		X		X	
	Hot Food Serving Tables		X	X		
	Cold Food Serving Tables		X	X		
	Milk Coolers			X		
	Ice Cream Freezer			X		
	Pass Thru Refrigerator		X		X	
	Pass Thru Holding Cabinet		X		X	
	Vegetable Sink		X		X	
	Meat Sink		X		X	
	3-Compartment Sink		X		X	
	Cash Register Stands			X		
	Blast Chiller				X	
	Stove		X		X	
	Grill		X		X	
	Pots & Pans		X		X	
	Robot-Coupe		X		X	
	Small Equipment		X		X	
	Hood					X

Thermometer Calibration Log

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

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

STORAGE TEMPERATURE LOG

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

MONTH:_____ **YEAR:_____**

DAY	TIME	COOLER 32 - 40°F	FREEZER 0°F or below	DRY STORAGE 50 -70°F	C/A	INITIAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Food Contact Surfaces Cleaning and Sanitizing Log

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

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

Food Contact Surfaces Sanitize Solution Mixture
Test Strip Chart

DATE	BLEACH TO WATER	1ST ppm 7:00	2ND ppm 9:00	3rd ppm 11:00	4th ppm 1:00
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
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	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				
	1 tbsp per gallon =200 ppm or 1.5 t gal =100ppm				

- One Tablespoon =.5 oz
- Normally, one tablespoon of concentrated bleach per gallon of water is considered equivalent of 200 PPM

Sanitizing Activity	Ratio	PPM Minimum	If Low Add bleach	If High Add water
Pots, Pans Dishes	(3/4 t gal) 0.3%	50-100 PPM	If Low Add bleach	If High Add water
Food Contact Surfaces	(1.5 t/gal) 0.4%	PPM 100	If Low Add bleach	If High Add water
Food Processing Equipment	(1 T /gal) 1%	PPM 200	If Low Add bleach	If High Add water

- Clearly it is hard to "get it right" without test strips.
- The temperature has to be right 105-120 degrees, hotter temperatures decrease the effective of bleach and releases chlorine gas
- The time exposure has to be at least one minute to kill bacteria
- Most importantly the concentration of chlorine must be adequate.
- Food particles and fat reduce the effective of the solution.
- Chlorine solutions greater than 200ppm can corrode equipment
- Chlorine greater than 200 ppm is also a skin and eye irritant.
- It is important that the pH be 5-6. Test periodically to ensure appropriate concentration.

* (Information taken from Auburn University.)

Chemical Inventory & MSDS Sheets

Instructions: List all chemicals and note if each chemical has a MSDS Sheet.

Name of Chemical	Use of Chemical	MSDS Sheet Available