Food Safety Plan

Revised 01/11/2017 Revised 07/11/2017

Review and Revised 05/10/2018

Based On Process Approach to Hazard Analysis Critical Control Point (HACCP)

Process 1, 2, and 3 Menu Items

Sponsor:

Humboldt Unified School District

School/Facility:

Bradshaw Mountain High School
Bradshaw Mountain Middle School
Glassford Hill Middle School
Liberty Traditional School
Granville Elementary School
Humboldt Elementary School
Coyote Springs Elementary School
Lake Valley Elementary School
Mountain View Elementary School
Bright Futures Cafeteria (SITE ADDED 08/21/2017)



Instructions for use: The template was developed for schools to meet USDA requirements for participation in the National School Lunch and School Breakfast Program. It must be adapted for each school site preparing and/or serving food. Fill in the checkboxes and blanks provided. Keep only those items including the standard operating procedures (SOPS) and monitoring logs specific to the school site.

Components of Food Safety Plan

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Food Safety Plan

(Page 1 and 2 to be updated annually) Last updated:_____

This food safety plan is based on *USDA Guidance for School Food Authorities:* Developing a School Food Safety Program Based on the Process Approach to HACCP Principles (June 2005).

Description of t	inis School Facility
 Name of School Sponsor: Humboldt Unit Name of Serving Site: 	ified School District
3. Name of Person in Charge at this site:4. Type of Site:Production Kitchen	Title: Child Nutrition Manager
☐ Other list locations: Afterschool Care Snacks: Where ☐ Classroom ☐ Hallway ☐ O	it is served? (Check all that apply) Lunchroom Uther list locations: ck all that apply) Lunchroom Classroom Ck all that apply) Lunchroom Classroom
6. Other food sales Check all that apply: A Outside Catering for take-home sales specify	·
7. Number of food service employees/volun Full time employee's	
Adult volunteers	Student workers
Substitutes 🛛 shared with o	other sites
8. List of equipment for this site is included	in plan on the following page.

Foodservice Equipment Inventory For Food Safety Plan updated _____

Directions: Use this form to list the equipment items and number of items at the food service site. Keep completed form with the site's food safety plan.

Туре	Quantity
Mixer	
Food Processor	
Walk-In Freezer	
Reach-In Refrigerators	
Walk-In Cooler	
Convection Ovens	
Combination Ovens	
Microwave	
Steamer	
Steam Jacketed Kettle	
Milk Coolers	
Heated Holding Cabinets	
Can Opener	
Carts (metal)	
Carts (plastic)	
Heated Serving Units	
Tilting Braising Skillet	
Slicer	
Handwashing Sinks	
Clothes Washer	
Clothes Dryer	
Other: List below:	

Procedures Followed When Categorizing Menu Items

Recommendations for categorizing menu item as Process 1, Process 2, or Process 3 are listed below. Check those that were followed when developing the food safety plan.

☐ Included the menu items for all Child Nutrition Programs (breakfast, lunch, after school snack). Categorize all menu and a la carte items. Put an * by those items that are Time/Temperature Control for Safety Food (TCS) which replaces Potentially Hazardous Foods (PHF). TCS includes: cut tomatoes, cut melon and cut leafy greens (fresh leafy greens whose leaves have been cut, shredded, sliced, chopped, or torn; including lettuce, spinach, cabbage, and kale and not herbs and spices). Abbreviate the number of items on the list by grouping like items (e.g., fresh fruit, canned fruit, heated vegetables, pre-cooked chicken products, prepackaged snacks). However, those items within a group that are potentially hazardous should be listed separately. An example is listing melon separately from "fresh produce", if these items are used at the site. Due to differences in cooling times, specific menu items are listed in the Process 3 column and not lumped together as "leftovers". A cycle menu is used. The Child Nutrition Nutritionist /Director determines the appropriate process category for each menu item when writing this plan and listed all menu items in the table on the following list. When new items are added to the cycle menu, the list is updated by: Child Nutrition Nutritionist or **Director of Child Nutrition** A la carte and catering items have also been categorized as process 1, 2 or 3

Describe any school specific procedures/modifications, if any, below:

on the list.

Chart: Menu Items Categorized According to Process 1, 2 or 3 Note: This chart must be completed to list all menu and a la carte items to meet USDA requirements

Process 2 (Cook and Serve Same Day) Only passes through the danger zone one time	Process 3 (Complex Food Preparation) Passes through the danger zone more than one time
See Recipe	See Recipe
,	'
	(Cook and Serve Same Day) Only passes through the

^{*} Time/Temperature Control for Safety Food (TCS) replaces Potentially Hazardous (PHF). TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation.

Identified Control Measures

Process 1 – No Cook *** Keep Time/Temperature Control for Safety Food (TSC) Below 41°F ***

Critical Control Point(s):

Holding Time/Temperature Control for Safety Food (TCS)* Critical limit is 41°F or below

General Standard Operating Procedures and Those Specific to Process 1:

- ➤ Hand-Washing (SOP #1)
- ➤ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
- ➤ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ➤ Visitors in Food Service (SOP #4)
- Using and Calibrating of Food Thermometers (SOP #5)
- ➤ Facility and Equipment Maintenance (SOP #6)
- ➤ Approved Food Source (SOP #7)
- ➤ Handling a Food Recall (SOP #8)
- ➤ Receiving Deliveries (SOP #9)
- ➤ Storing Food (SOP #10)
- Storing and Using Chemicals (SOP #11)
- ➤ Washing & Handling Fresh Fruits and Vegetables (SOP #12)
- ➤ Thawing Time/Temperature Control for Safety Food (TCS)* (SOP #13)
- ➤ Controlling Time and Temperature During Preparation (SOP # 14)
- ➤ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ➤ Date Marking (SOP #16)
- ➤ Holding Time/Temperature Control for Safety Food (TCS)* (SOP #17)
- ➤ Transporting Food to Remote Sites (Catering) (SOP #18)
- ➤ Serving Food (SOP #19)
- Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ➤ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ➤ Wiping Cloths (SOP #22)
- ➤ Allergens (SOP #23)
- ➤ Using Time as a Public Health Control for Time/Temperature Control for Safety Food TCS)* (SOP#30) (specific salad bar items and caterings)

Note: Plan to use time as a public health control must be approved by your local sanitarian or environmental health specialist who conducts food safety inspections.

Identified Control Measures

Process 2 – Heat and Serve Same Day

Heat Time/Temperature Control Food (TCS) to Correct Temperature

*** Hold and serve at 135°F. or above ***

Critical Control Point(s):

- Heating Time/Temperature Control for Safety Food (TCS)
- Reheating Fully Cooked, Commercially Processed Products
- Holding Time/Temperature Control for Safety Food (TCS)
- Refer to Temperature Chart for Specific Critical Limits (minimum internal cooking temperatures required for 15 seconds) on page 11.
- Controlling Time and Temperature During Preparation

General Standard Operating Procedures and Those Specific to Process 1:

- > Hand-washing (SOP #1)
- ➤ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
- ➤ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ➤ Visitors in Food Service (SOP #4)
- Using and Calibrating of Food Thermometers (SOP #5)
- > Facility and Equipment Maintenance (SOP #6)
- ➤ Approved Food Source (SOP #7)
- ➤ Handling a Food Recall (SOP #8)
- Receiving Deliveries (SOP #9)
- ➤ Storing Food (SOP #10)
- ➤ Storing and Using Chemicals (SOP #11)
- ➤ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
- ➤ Thawing Time/Temperature Control for Safety Food (TCS) (SOP #13)
- ➤ Controlling Time and Temperature During Preparation (SOP # 14)
- ➤ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ➤ Date Marking (SOP #16)
- ➤ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
- Transporting Food to Remote Sites (Catering) (SOP #18)
- ➤ Serving Food (SOP #19)
- ➤ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ➤ Wiping Cloths (SOP #22)
- ➤ Allergens (SOP #23)
- ➤ Using Time as a Public Health Control for Time/Temperature Control for Safety Food (TCS) (SOP #30)

Standard Operating Procedures Specific to Process 2:

- ➤ Controlling Time and Temperature During Preparation (SOP #14)
- ➤ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
- ➤ Cooking Time/Temperature Control for Safety Food (TCS) (SOP #24)
- ➤ Reheating Fully Cooked, Commercially Processed Products (SOP #25)

Identified Control Measures

Process 3 – Heat, Cool, Reheat, Serve (Complex)

***Limit Time in the Danger Zone (41 - 135° F.) ***

Critical Control Point(s):

- Heating Time/Temperature Control for Safety Food (TCS) (SOP #24)
- Reheating Fully Cooked, Commercially Processed Products (SOP #25)
- ➤ Cooling Time/Temperature Control for Safety Food (TCS) (SOP # 26)
- Reheating Time/Temperature Control for Safety Food (TCS) Leftovers/Advance Preparation (SOP # 27)
- ➤ Refer to Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds) on page 10. This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures.

General Standard Operating Procedures and Those Specific to Process 1:

- ➤ Hand-washing (SOP #1)
- ➤ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
- ➤ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ➤ Visitors in Food Service (SOP #4)
- Using and Calibrating of Food Thermometers (SOP #5)
- Facility and Equipment Maintenance (SOP #6)
- ➤ Approved Food Source (SOP #7)
- ➤ Handling a Food Recall (SOP #8)
- > Receiving Deliveries (SOP #9)
- ➤ Storing Food (SOP #10)
- ➤ Storing and Using Chemicals (SOP #11)
- ➤ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
- ➤ Thawing Time/Temperature Control for Safety Food (TCS) (SOP #13)
- ➤ Controlling Time and Temperature During Preparation (SOP # 14)
- ➤ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ➤ Date Marking (SOP #16)
- ➤ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
- Transporting Food to Remote Sites (Catering) (SOP #18)
- ➤ Serving Food (SOP #19)
- ➤ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ➤ Wiping Cloths (SOP #22)
- ➤ Allergens (SOP #23)
- ➤ Using Time as a Public Health Control in Time/Temperature Control for Safety Food (TCS) (SOP #30)

Standard Operating Procedures Specific to Process 2:

- Cooking Time/Temperature Control for Safety Food (TCS) (SOP #24)
- Reheating Fully Cooked, Commercially Processed Products (SOP #25)

Standard Operating Procedures Specific to Process 3:

- Cooling Time/Temperature Control for Safety Food (TCS) (SOP #26)
- Reheating Time/Temperature Control for Safety Food (TCS) -Leftovers/Items Prepared Prior Day (SOP #27)

PROCESS 1 - Chart

No Cook

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing and Using Chemicals, Preventing Cross Contamination during Storage (and Preparation)

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature during Preparation, Date Marking, Preventing Cross-Contamination during Storage and Preparation, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

HOLDING Time/Temperature Control for Safety Food (TCS)

CCP: Hold at or Below 41°F. Check and Record Temperatures.

SERVE

Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

PROCESS 2 - Chart

Heat/Reheat & Serve Same Day

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing and Using Chemicals, Preventing Cross Contamination during Storage (and Preparation)

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time & Temperature during Preparation, Preventing Cross-Contamination during Storage and Preparation Date Marking, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED COMMERCIALLY PROCESSED PRODUCTS

CCP: Heat/Reheat Fully Cooked Commercial Products to Minimum Internal Temperatures for at Least 15 Seconds.

Check & Record Temperatures.

HOT HOLD

CCP: Hold Time/Temperature Control for Safety Food (TCS)
At or Above 135°F.
Check & Record Temperatures

SERVE

Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

PROCESS 3 - Chart

Heat, Cool, Reheat, Serve (Complex)

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing & Using Chemicals, Preventing Cross Contamination During Storage and Preparation

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Preventing Cross-Contamination During Storage & Preparation, Date Marking, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED, COMMERCIALLY PROCESSED PRODUCTS

CCP: Cook Time/Temperature Control for Safety Food (TCS) to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

COOL

CCP: Cool Time/Temperature Control for Safety Food (TCS) from 135°F to Minimum Internal Temperature of 70°F or Less within 2 Hours & to 41°F or Less within an Additional 4 Hours. Check & Record Temperatures/Develop Cooling Study & SOP for Each Item

REHEAT LEFTOVERS/ITEMS PREPARED ON PRIOR DAY

CCP: Reheat **Temperature Control for Safety Food (TCS)** to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold Time/Temperature Control for Safety Food (TCS) at or Above 135°F.

Check & Record Temperatures.

SERVE

Transporting Food to Remote Site, Holding Time/Temperature Control for Safety Foods TCS), Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

Minimum Internal Cooking Temperature Chart

Time/Temperature Control for Safety Food (TCS)

Poultry (Raw)

Whole Legs, thighs & wings Breasts	1650F 1650F		
•Ground	1650F		
Ground Meats (Raw)	1550F		
Fish, Beef, Pork, Shell Eggs (Raw)	1450F		
Commercial Processed, Fully-Cooked Poultry, Me (e.g., ham, roast beef, turkey, chicken) Unless Specified by Manufacturer			
Heated Vegetables & Fruits for Hot Holding	1350F		
Leftovers Containing Time/Temperature Control for Safety Food (TCS)			

All products must reach the minimum temperature specified above for at least **15 seconds.**

Note: These temperatures meet the requirements of the **Food Code**. Schools may set higher temperatures to meet customer expectations for food temperatures, especially if products are held or transported. Care should be taken to maintain the quality of food products by not subjecting food items to temperature abuse. Change the temperatures to reflect the school agency practices and use this chart as a job aid.

11

Informing Child Nutrition Employees/Volunteers

The child nutrition manager or other designated employee will ensure that all appropriate staff and volunteers are aware of the menu items, the appropriate process category, and the necessary control measures by: *Check those that apply*.

\boxtimes	Posting the process charts and other instructions in each food service location.
\boxtimes	Keeping the charts and other instructions in the school's plan (three-ring binder) located at each school.
\boxtimes	Keeping menus, information and logs with this school's plan in a three-ring binder located in a designated place at the site.
	Keeping a master copy of the plan in directors/manager's office.
	Providing an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) when hired and before handling food. Ongoing training will be provided per annual training schedule and as needed.
\boxtimes	Providing appropriate instructions to student workers, volunteers, and/or substitute food service staff on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.

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#1 - Hand-washing Standard Operating Procedure

- 2. Hand cleaning signs are posted in language (s) understood by all food service staff near all handwashing sinks in food preparation, service areas and in restrooms.
- 3. Designated handwashing sinks are used for handwashing only. Food preparation, utility, and dishwashing sinks are not used for hand washing. Handwashing is not allowed in pre-wash sink.
- 4. Hand washing sinks are supplied with warm running water, soap, and single-use paper towels. Provide a waste container at each hand washing sink. Note: Warm air hand dryers are allowed in restrooms only.
- 5. Hand washing sinks are accessible anytime employees, volunteers, and student workers are present.
- 6. Correct hand-washing includes cleaning the backs of hands, palms and forearms, between fingers and under the fingernail using warm water, soap and a fingernail brush. Hands are washed and thoroughly dried:
 - Before starting work.
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use items
 - As often as necessary during food preparation to remove soil and contamination and to prevent cross contamination when changing tasks
 - Before putting on or changing gloves for working with food
 - After using the restroom
 - After sneezing, coughing, or using a handkerchief or disposable tissue, using tobacco, eating or drinking
 - After touching hair, face, or body
 - When changing tasks of special concern is switching from working with raw food and working with ready-to-eat food
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching soiled dishes, equipment, or utensils
 - After handling trash
 - After handling chemicals
 - After touching engaging in other activities that contaminates hands.
- 7. Food service staff follow proper cleaning procedures as indicated below:
 - Rinse hands and exposed portions of arms under clean, running water (at least 85 °F).
 - Apply an amount of cleaning compound recommended by the cleaning compound manufacturer.
 - Rub together vigorously for at least 10 to 15 seconds while:
 - O Paying particular attention to removing soil underneath the fingernails with a fingernail brush during the cleaning procedure.

#1 -Hand-Washing

Standard Operating Procedure, cont.

- Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and the areas between the fingers.
- Thoroughly rinse under clean, running warm water.
- Immediately follow the cleaning procedure with thorough drying using a method as specified in the current Food Code.
- To avoid recontaminating their hands or surrogate prosthetic devices, employees may
 use disposable paper towels or similar clean barriers when touching surfaces such as
 manual operated faucet handles on a handwashing sink or the handles of a restroom
 door.
- 8. Follow current Food Code pertaining to hand antiseptic used as a topical application, a hand antiseptic solution used as hand dip, or a hand antiseptic soap. Hand sanitizers are not intended to replace soap in the hand washing process.

Corrective Action: Employees, volunteers, student workers and others observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands. Need for retraining will be evaluated and provided.

Standard	Operating	procedures in	nplemented on:	1/11/2017	•
Stanuaru	Operating	procedures in	ipiemented on.	_1/11/2017	

#2 – Employee Health, Personal Cleanliness & Hygienic Practices Standard Operating Procedure

Employee Health

The person in charge will require food service employees, temporary employees such as substitutes and applicants to report information about their health and activities as they relate to diseases that are transmissible through food. A food service employee or applicant shall report the information in a manner that allows the person in charge to reduce the risk of foodborne disease transmission, including providing necessary additional information, such as the date of onset of symptoms and an illness, or of a diagnosis without symptoms if the food service employee, temporary employee or applicant:

- Has any of the following symptoms:
 - o Vomiting
 - o Diarrhea
 - o Jaundice
 - Sore throat with fever
 - o Lesions containing pus such as boil or infected wound that is open or draining and is:
 - on the hand or wrists (unless an impermeable cover such as a finger cot or stall protects the lesion and a single- use glove is worn over the impermeable cover)
 - on exposed portions of the arms (unless the lesion is protected by an impermeable cover)
 - or on other parts of the body (unless the lesion is covered by a dry, durable tight-fitting bandage.
- Has an illness diagnosed by a health practitioner due to:
 - o Norovirus
 - o Hepatitis A virus
 - o Shigella spp.
 - o Enterohemorrhagic or Shiga Toxin-Producing Escherichia Coli
 - o Salmonella Typhi, or Salmonella spp.

Contact the local health department to obtain a complete list of communicable diseases that can be transmitted through food.

- Has reportable past illness as diagnosed by a health practitioner, within the past 3 months due
 to Salmonella Typhi, without having received antibiotic therapy, as determine by a health
 practitioner.
- Has been exposed to, or is the suspected source of, a confirmed disease outbreak, because the
 food employee or applicant consumed or prepared food implicated in the outbreak, or
 consumed food at an event prepared by an individual who is infected or ill as specified in the
 Food Code.
- Has been exposed by attending or working in a setting where there is a confirmed disease
 outbreak, or living in the same household as, and has knowledge about, an individual who
 works or attends a setting where there is a confirmed disease outbreak or living in the same
 household as, and has knowledge about, an individual diagnosed with an illness caused by
 specified virus and bacteria,

#2 – Employee Health, Personal Cleanliness & Hygienic Practices Standard Operating Procedure, cont.

The designated person in charge will take appropriate action to:

- Notify the local public health agency when an employee is jaundiced or diagnosed with an
 illness due to specific pathogens stated in Food Code or on public health department list of
 communicable diseases that are transmitted through food.
- Prohibit an applicant from becoming a food employee if he/she exhibits or reports a symptom, or who reports a diagnosed illness as specified by the Food Code.
- Exclude or restrict food service employees who exhibit or report certain symptoms, or who reports a diagnosed illness or a history of exposure.
- Remove, adjust, or retain, excluded and restricted employee as stated in current Food Code and/or advised by environmental health specialist who conducts health inspections.
- Restrict employees experiencing persistent sneezing, coughing, or a runny nose that caused discharges from eyes, nose, or mouth to work with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single use articles.
- Apply Food Code reporting, exclusions, restrictions, limitations and removal to volunteers, student workers, teachers, and others who assist with any phase of food preparation, service and clean up. The policy also applies to all visitors, vendors, and those who are on site in official capacity.

Personal Cleanliness & Hygienic Practices

According to this policy, each employee, volunteer, and student worker who handles or serves food is required to:

- 1. Report to work in clean outer clothing to prevent contamination of food, equipment, utensils, linens, single-service use items. Closed-toe, non-slip shoes must be worn.
- 2. Put on clean apron and change it when it becomes soiled.
 - Wear apron only while at work in food service areas (not worn to and from work).
 - Remove apron before using the restroom or going on break.
- 3. Wear hairnets, hats, scarves, beard nets or other designated hair restraints that are designed and worn to effectively keep hair under control.
- 4. Keep hands and exposed portions of arms clean.
- 5. Clean hands and exposed portions of forearms including surrogate prosthetic devices for hands or arms for at least 20 seconds, using a cleaning compound in a handwashing sink that is properly equipped per specifications in the current Food Code. Refer to the Hand-washing Standard Operating Procedure in this food safety plan for further details.
- 6. Keep fingernails trimmed, filed, and maintained so that the edges and surfaces are cleanable and not rough.

#2 – Employee Health, Personal Cleanliness & Hygienic Practices Standard Operating Procedure, cont.

- 7. Limit jewelry on arms or hands to a plain-banded ring only. Bracelets and other jewelry on arms and hands are not worn when preparing food. Medical alert identification tags are permitted as necklaces.
- 8. Store personal clothing and personal items in designated location(s) so these items are kept away from food-handling and storage areas. Change clothes only in designated room or area, as specified by the supervisor. The changing areas must be separate from food, clean equipment and linen.
- 9. Treat and bandage any cut, abrasion, or burn that has broken the skin immediately. Any cuts, wounds or open sores on hands must be completely covered by waterproof bandage. When hands or fingers are bandaged, single-use gloves must be worn. Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves.
- 10. Eat, drink, or chew gum only in designated areas where the contamination of exposed food, clean equipment, and utensils cannot result. Employees may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container and exposed food; clean equipment, and utensils
- 11. Use of any tobacco products not allowed on school premises per school agency policy.
- 12. Taste food(s) using the following procedures:
 - o Place a small amount of food into a separate container.
 - o Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting unless washed, rinsed and sanitized.
 - o Wash hands immediately.

Each food service employee (and others who handle and serve food) will sign the "School Food Service Employee Reporting Agreement" when they begin employment. The signed form will be maintained at the **Child Nutrition District Office**.

Corrective Action:

Employees, volunteers, student workers or others who are not in compliance will be asked to review the SOP. The incident will be reported to the supervisor. Immediately exclude or restrict employee per conditions described in item 1. Any affected food will be discarded.

Corrective Action:

Employees, volunteers, student workers or others who are not in compliance will be asked to review the SOP. The incident will be reported to the supervisor. Immediately exclude or restrict employee per conditions described in item 1. Any affected food will be discarded. The environmental health specialist will be contacted to obtain assistance, if needed.

Standard Operating procedures implemented on: _1/11/2017_____

#3 – No Bare Hand Contact When Handling Ready-to-Eat Foods and **Proper Glove Use Standard Operating Procedure**

- 1. Bare hands contact is not permitted when handling ready-to-eat foods at any time.
- 2. Management will provide education and enforcement of no bare hand contact requirement and proper glove use. https://www.youtube.com/watch?v=-qToBAsvEkY
- 3. Suitable utensils/supplies are used when handling ready-to-eat food which may include: Single-use gloves Deli tissue

 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
- 4. Use gloves for mixing foods, deli sandwich assembly, prep work, vegetable handling (ready-to eat), covering non-infected hand abrasions and any rashes on hand or forearms.
- 5. Wash and dry hands before putting on gloves and after discarding gloves.
- 6. Use only single-use gloves that are food grade, latex free, powder free, and stored and properly dispensed to prevent contamination.
- 7. Use appropriate size of gloves to ensure proper fit.
- 8. Ensure gloves are intact, without tears or imperfections.
- 9. Check gloves to make sure they are intact, without tears or imperfections before use.
- 10. Discard gloves when they are torn, damaged or soiled.
- 11. Wash hands after removing gloves.
- 12. Change gloves whenever an activity or workstation change occurs, or whenever the gloves become contaminated such as:
 - After contacting chemicals.
 - After interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
 - After handling money.
 - After sneezing, coughing, or touching of hair or face.
- 13. No reuse of gloves after they have been removed.
- 14. Cover infected area (red, swollen, warm, or pus-forming) on hands with an impermeable cover and wear a single-use glove. Refer to SOP #2 pertaining to employee health for information pertaining to reporting of infections and food protection procedures.

Corrective Action:

Employees, volunteers, student workers, and others involved in food preparation and service observed not following proper procedures will be instructed to review the procedures in the food safety plan. Any food items that have been contaminated by bare hand contact will be discarded. Re-training will be provided, when necessary.

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#4 - Non-Food Service Staff & Other Visitors in Food Service Standard Operating Procedure

Non-food service staff and other visitors in the food preparation, storage, and service areas will be kept to a minimum. Non-food service staff and visitors include school employees, students, sales people, volunteers and those on-site on an official capacity. When non-food service staff and visitors are present, they must adhere to safe food safety practices and safety precautions to protect food and prevent injury.

The person in charge will:

- 1. Limit access by school personnel and other visitors to food preparation, serving and storage areas as part of the school agency's food safety and bio-security procedures.
- 2. Make necessary provisions to protect food for visitors with job functions that require their presence during food preparation and service.
 - Provide hair restraints to those permitted access in areas where food is being prepared and served.
 - Ensure that all visitors permitted access to food service areas wash their hands if present during meal preparation and service.

Corrective Action:

Non-food service employees, students, and other visitors will be notified that approval is needed to access any food preparation and storage areas. Any food items that have been contaminated as a result of unauthorized school staff, students, and other visitors will be discarded. Employee re-training will be provided if non-food service employees, students and other visitor access procedures are not followed.

Standard Operating procedures implemented on:	1/11/2017
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#5 - Using and Calibrating Food Thermometers Standard Operating Procedure

- 1. Food service employees or volunteers receive training on the proper procedures for using and calibrating thermometers used to take internal temperature of food.
- 2. Appropriate food thermometers, those that measure temperatures from 0 °F (-18 °C) to 220 °F (104 °C) are purchased:
 - Temperatures of individual thin products, such as hamburgers, chicken breasts, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermostat or thermocouple with a thin probe. A digital thermometer with a probe at the tip may also be used. Stacking of items to obtain a temperature reading with bimetallic, dial-faced stem thermometers will not provide an accurate reading of the internal temperature of the product so this procedure is not permitted.
 - Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, assure the thermometer is inserted in food at least 1 ½ inches above the tip. Place thermometer in thickest part, away from bones and fat.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven. Do not use liquid-filled glass thermometers to probe products.
 - Infrared non-contact thermometers give surface temperatures and should not be used when determining the heated temperature of a food items.
- 3. Record results on: \boxtimes appropriate $\log(s)$ and/or \boxtimes daily production plan.
- 4. Food thermometers are in easy access to food service employees or volunteers during all hours of operation. Several thermometers are available in case of breakage, loss, damage, and for multiple uses.
- 5. Thermometers are cleaned and sanitized after each use by:
 - Washing probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
 - Rinsing probe of thermometer with clean, warm water.
 - Sanitizing probe of thermometer with alcohol swab.
 - Air drying thermometer to minimize the risk of re-contamination.
- 6. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
- 7. Use proper method to verify the accuracy of food thermometers.

https://www.youtube.com/watch?v=oinx_dwArpo
(How do you calibrate a probe thermometer?)

#5	-	Using	and	Calibrating	Food	Thermome	eters,	cont.

- Calibrate using ice-point method:
 - a. Fill an insulated container, such as a wide mouth "thermos" bottle with a mixture of crushed ice and water.
 - b. The container must have crushed ice throughout to provide an environment of 32° F., so pack more ice into the container during the calibration process.
 - c. When mixture of the water has stabilized after four or five minutes, insert thermometer to be calibrated to the appropriate immersion depth.
 - d. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid inaccurate reading.
 - e. If thermometer is not accurate within [±] 2 of 32 °F., adjust the temperature accordingly. Manufacturer's instructions will specify how to recalibrate the particular thermometer.
- 8. Appropriately re-calibrate thermometers to the correct temperatures.
 - a. Bimetallic, stemmed, dial-faced thermometer adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
 - b. Digital thermometer with a reset button adjust the thermometer according to manufacturer's instructions.
- 9. Discard inaccurate thermometer that cannot be adjusted.
- 10. Check the accuracy of the food thermometers:
 - o At regular intervals (at least once every two weeks).
 - o If dropped.
 - o Whenever accuracy is in question.

Monitoring and Recordkeeping:

Keep calibration logs to document that thermometers are calibrated for: 🛛 Minimum requi	red
by federal regulation (a period of six months following a month's temperature records) or [
One school year from the date of the second annual food safety inspection.	

Corrective Action:

Person in charge will visually observe that thermometers are being used and calibrated correctly during all hours of operation.

- 1. Retrain any food service employee/volunteer found not following the procedures in this SOP.
- 2. Retrain employees/volunteers who are improperly using or improperly calibrating food thermometers.

Standard Operating procedures implemented on:	1/11/2017
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#6 – Facilities and Equipment Maintenance Standard Operating Procedure

Designated person in charge will:

- 1. Monitor the maintenance of rest room facilities used by school food service personnel, volunteers, and/or student workers so that they function properly and are cleaned daily.
- 2. Check the supply of liquid soap and disposable towels so that these items are available at all times. Replenish as needed.
- 3. Monitor storage of food waste and rubbish in rodent and insect-proof containers with tight fitting lids.
- 4. Verify that equipment is in good working order and notify Preventative Maintenance Technician when there are problems or questions about equipment functions.
- 5. Monitor water temperature to ensure that hot water is 85° F or above.
- 6. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
- 7. Annual preventive maintenance for equipment performed during school breaks by Preventative Maintenance Technician.
- 8. All preventative maintenance logged by Preventative Maintenance Technician.
- 9. Follow up with Director of Child Nutrition on any equipment issues as needs arise or recommendations made during food safety inspections.

Employees/volunteers will:

- 1. Report equipment and facility problems promptly to the person in charge.
- 2. Post sign on equipment if it is not working properly and should not be in use.

Corrective Action:

Equipment breakdown and maintenance problems that occur will be reported to person in charge. Necessary work order will be developed. Preventative Maintenance Technician will be contacted for equipment repair. Documentation will be maintained to show appropriate corrective action was taken.

Standard Operating procedures implemented on:	1/11/2017
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#7 - Approved Food Source Standard Operating Procedure

Food items purchased or donated are from approved source, per Food Code and best practices:

- 1. Assure that all meat, fish and poultry come from approved food source (U.S. Department of Agriculture inspected facility).
- 2. Accept packaged and processed foods from suppliers who receive their products from licensed and reputable commercial processors.
- 3. Use only pasteurized processed egg products.
- 4. Do not purchase or accept as donations:
 - Raw seed sprouts
 - Home canned or other items that are not commercially canned products
 - Unlabeled packaged or canned products.
 - "Salvaged" foods available from a food pantry or agency that sells salvaged items to nonprofit schools.
- 5. Use only pasteurized apple juice and cider for service to children.
- 6. Develop written specifications for potentially hazardous food that include food safety provisions (e.g., milk delivered in clean cartons and cases, bread products delivered on clean racks).
- 7. Request that suppliers provide written letter to indicate that they follow a HACCP program. (copy of letter in back of book)
- 8. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

Corrective Action:

Reject deliveries and donations of food that do not meet specifications. Person in charge or designated food service employee/volunteer will record the name of the food items, source, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs, invoices or other documentation for the current and the prior school year to meet USDA food safety regulations.

Standard Operating procedures implemented on:	1/11/2017
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#8 - Handling a Food Recall Standard Operating Procedure

- 1. Person in charge is informed about proper procedures for handling a food recall.
 - Review the food recall notice and specific instructions that have been identified in the notice.
 - Share information with appropriate food service staff and volunteers.
 - Identify and record whether any of the product was received by the school, locate the food recall product at this site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
 - Hold the recalled product using the following steps:
 - o Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - o Mark recalled product in intact packaging with "Do Not Use" and "Do Not Discard."
 - o Inform the staff and volunteers of the location of the product and not to use it until further notice.
- 2. Director of Child Nutrition will inform the public relations coordinator of the recalled product, if applicable.
- 3. Director of Child Nutrition and Child Nutrition Managers will conduct inventory of recalled products located at all on-school premises and off-site storage location and submit information, per instructions received from the state agency and/or manufacturer involved in recall.
- 4. Authorized representative and/or person in charge will follow up when additional instructions are sent regarding disposal and/or pick up of recalled products.
- 5. All documentation related to recall will be kept for 5 years from the date the recall actions were concluded. These records include:
 - Recall notice
 - Records of how food product was returned or discarded
 - Reimbursable costs
 - Public notice and media communications

Monitoring and Recordkeeping:

Person in charge will record the name of the contaminated food, date, time, and the reason why
the food was discarded on the Damaged / Discarded Product Log or invoice. Maintain the
Damaged/Discarded Product Logs, invoices or other documentation for: Minimum required
by federal regulation (a period of six months following a month's temperature records) or
One school year from the date of the second annual food safety inspection.

Corrective Action:

Provide necessary training if food service staff/volunteers fail to follow the procedures or
document how recall was handled.

Standard Operating procedures implemented on: _	1/11/2017	
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#9 - Receiving Deliveries Standard Operating Procedure

- 1. Person in charge or designee who accepts items is informed about receiving procedures.
- 2. Delivery time negotiated with supplier allows for items to be checked in and/or to set up an alternate check in procedure with the delivery person.
- 3. Delivery schedule is posted and it includes the names of vendors, days and times of deliveries, and the invoice.
- 4. A rejection policy has been established to ensure accurate, timely, consistent, and effective refusal/return of rejected goods.
- 5. Items that are rejected are noted on invoice or packing slip.
- 6. Sufficient space is provided in the freezer, refrigeration, dry store areas, and receiving areas in anticipation of a delivery to facilitate storage of food items in a timely manner.
- 7. Tools needed to check in deliveries are kept in specific location near the receiving area. These tools include: invoice or purchase orders, temperature logs, calibrated thermometers/infrared thermometers, pens, flashlights, and clean loading carts.
- 8. Ready-to-eat foods are not handled with bare hands.
- 9. A code has been established and used so items are rotated on first-in, first-out basis.
- 10. Delivery trucks are inspected at least once at start of the school year to ensure that they are clean, free of putrid odors, and organized to prevent cross-contamination. Trucks are reinspected on a routine basis if there are product issues.
- 11. Verification is obtained to ensure that the driver monitors the interior temperature of refrigerated trucks.
- 12. Vendor name is confirmed before accepting delivery.
- 13. Delivery invoices are compared with product order records and inconsistencies are brought to the attention of the driver and/or vendor representative.
- 14. Delivery invoice are compared with actual products that are dropped off and inconsistencies are brought to the attention of the driver and/or vendor representative.
- 15. Procedures are in place to verify that:
 - o Refrigerated foods (such as milk) are delivered on a refrigerated truck.
 - o Delivery vehicle is clean and there is no chemicals transported with the food.
 - Frozen food are frozen solid, and do not show signs of thawing and refreezing.
 (Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquid in the package.) In addition, the items are free of freezer burn and show of temperature abuse.
 - The temperature of the time & temperature control for safety (TCS) food that must be refrigerated are checked by using a clean, calibrated thermometer or an infrared thermometer on sample number of items. If the infrared thermometer reveals that the surface temperature is above 41 °F., the actual temperature of the sample products are taken. For packaged products including cartons of milk, the thermometer is inserted between two items without puncturing the wrapper.
 - o All products are labeled with the name and address of the manufacturer.

#9 - Receiving Deliveries, cont.

- o Products are within the "use by" date, if found on the package.
- o Food packaging is intact. There are no rips, dents, or leakage.
- o Cans are not dented, leaking, swollen, rusted or have flawed seams.
- o Crates and other shipping containers are clean.
- 16. Temperature of sampled food items are noted on the invoice.
- 17. Foods are transferred to their appropriate storage locations as quickly as possible.

CORRECTIVE ACTION:

Reject the following:

- a. Frozen foods with signs of thawing
- b. Refrigerated foods that are at an internal temperature above 41°F.
- c. Cans that have signs of deterioration swollen sides or ends, flawed seals or seams, dents, or rust
- d. Punctured or damaged packages.
- e. Product without proper labels
- f. Use by dates that have passed
- g. Items delivered in vehicle with dirty interior or vehicle that contains chemicals.
- h. Items delivered in dirty crates or pallets.

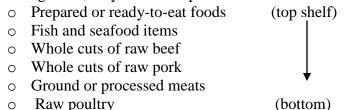
Monitoring and Record Keeping:
Record the temperature and on the \boxtimes delivery invoice \square receiving log. Indicate what products
have been rejected and the reason for the rejection on the log and/or delivery invoice.
Invoices/logs will be maintained with other records for: Minimum required by federal regulation (a period of six months following a month's temperature records) or one school year from the date of the second annual food safety inspection.
Standard Operating procedures implemented on:1/11/2017

#10- Storing Food Standard Operating Procedure

Employees who will be receiving and storing food 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 at 50 to 60% humidity dry storage temperatures
- 2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
 Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:



- 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. Use <u>First In First Out</u> (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 items are dated with receiving date and/or use-by 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.

#10- Storing Food, cont.

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 maintenance or the person in charge.

<u>Temperature Control:</u>

- 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 and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50 and 70°F.
- 2. Record cold storage unit temperatures on the appropriate temperature log.
- 3. Notify designated person 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.

Monitoring and Recordkeeping:

- 1. Designated person will keep logs for all cold storage units. All corrective action will be noted on temperature logs.
- 2. Temperature logs will be reviewed by person in charge to make sure there are no temperature deviations and necessary corrective action was taken.
- 3. Follow up on all reported problems.
- 4. Monitoring logs will be kept: Minimum required by federal regulation (a period of six months following a month's temperature records) or One school year from the date of the second annual food safety inspection.

Corrective Action:

Discard any potentially (Time/Te	emperature Control for Safety Food)	stored at conditions that
render the product unsafe to eat.	Re-train employees or volunteers.	

Standard Operating procedures implemented on:	1/11/2017

#11- Storing and Using Chemicals Standard Operating Procedure

- 1. Training is provided to employees and volunteers on proper use and storage of chemicals and on the proper use of chemical test kits and first aid as specified in this procedure.
- 2. A location for storing of Material Safety Data Sheets (MSDS) is designated and employees/volunteers are informed of that designated location.
- 3. Containers with chemicals are labeled with common name of the substance and the date item was received.
- 4. All chemicals are stored in designated secured area away from and below food and food contact surfaces using spacing, separate shelves or partitioning.
- 5. Only chemicals that are necessary to the operation and maintenance of the food service are stored.
- 6. Cleaners and sanitizers, including dish washing detergent, are never mixed with another chemical to prevent adverse chemical action that may result in injury or death.
- 7. Sanitizers used in food service are currently approved by environmental health services.
- 8. Sanitizing solutions are mixed, tested, and used as recommended by the manufacturer or state sanitarian/local agent conducting food safety inspections.
- 9. The appropriate chemical test kit is used to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
- 10. Chemicals are stored in appropriate containers and the storage location is away from food or food contact surfaces.
- 11. Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.
- 12. Caustic chemicals (e.g., delimer, oven cleaner) are stored separately to minimize dangerous chemical reactions.
- 13. Bleach and ammonia are stored separate from each other.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Remove chemicals that are no longer used in food service.

Standard Operating procedures implemented on:	_1/11/2017
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#12 - Washing and Handling Fresh Fruits/Vegetables Standard Operating Procedure

- 1. Food service employees and volunteers who prepare or serve food are trained how to properly wash and store fresh fruits and vegetables.
- 2. Wash hands using the proper procedure. Refer to "Hand-washing" SOP (#1).
- 3. Note if packaged fruits and vegetables are labeled as being previously washed and ready-to-eat, they are not required to be washed. Do not wash to limit contamination.
- 4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with washed produce, such as cutting boards, knives, and sinks.
- 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.
- 7. Scrub the surface of firm fruits or vegetables such as apples, melons 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 fruits and vegetables.
- 10. Serve cut melons within 7 days when held at 41 °F or below. Refer to "Date Marking" SOP (#16).
- 11. Use disposable gloves to prevent bare hand contact with ready-to-eat fresh fruits and vegetables that will not be cooked. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods" SOP (#3).

Corrective Action:

Re-wash items that were not properly cleaned or if any ready-to-eat items were touched with bare hands. Discard cut melons that were not properly labeled, dated and/or refrigerated.

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#13 – Thawing Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

Employees/volunteers thawing foods will:

- 1. Use one of four acceptable methods for thawing time/temperature control for safety food (TCS):
 - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
 - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - There is no separate thawing thawing occurs as part of the cooking process.
- 2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
- 3. Refrain from thawing time & temperature control/potentially hazardous foods or allowing these items to remain at room temperature prior to heating.
- 4. Do not refreeze thawed foods, unless they are first cooked or processed.

The person in charge will:

- 1. Review thawing procedures to assure proper procedures are followed.
- 2. Take corrective action as necessary.

Corrective Action:

Discard any product that is improperly thawed and any ready-to-eat food items that are contaminated during thawing process.

Standard Operating procedures implemented on	n: _1/11/2017
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#14 – Controlling Time and Temperature During Preparation Standard Operating Procedure

- 1. Food service employees and volunteers receive training on the proper procedures for controlling time and temperature during preparation.
- 2. Clean, sanitized, and calibrated probe thermometer used to take temperatures during preparation. Refer to the "Using and Calibrating Food Thermometers" SOP (#5).
- 3. Wash hands prior to preparing foods. Refer to the "Hand-washing" SOP (#1).
- 4. Use clean and sanitized equipment and utensils while preparing food.
- 5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the "Preventing Cross-Contamination During Storage and Preparation" SOP (#15).
- 6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
- 7. Thaw food items following proper procedures. Refer to "Thawing Time & Temperature Control Food (TCS)" SOP (#13)
- 8. Prepare foods as close to serving times as the menu will allow.
- 9. Prepare food in batch amounts to limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
- 10. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
- 11. If time & temperature control/potentially hazardous foods are not served immediately after preparation, quickly chill. Refer to the "Cooling Time/Temperature Control for Safety Food (TCS) SOP (#26).
- 12. Reheat Time/Temperature Control for Safety Food (TCS) to 165 degrees F. if an item is heated and then cooled. Refer to "Reheating Time/Temperature Control for Safety Food Leftovers/Items Prepared On Prior Day" SOP (#27).

Corrective Action:

Discard any product that has been temperature abused to ensure food quality and safety. Provide necessary training if employees or volunteers are not following proper procedures to control time and temperature.

Standard Operating procedures implemented on:1/11/2017_	
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#15- Preventing Cross-Contamination During Storage and Preparation Standard Operating Procedure

- 1. Food service employees and volunteers receive instructions on procedures to prevent cross-contamination during storage and preparation.
- 2. Hands and arms are properly cleaned. Refer to "Hand-washing" SOP (#1).
- 3. No bare hand contact with ready-to-eat food is permitted. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
- 4. Raw animal foods are kept separate from ready-to-eat foods during receiving, storage, and preparation. Eggs, fish, meat, and poultry are not stored on shelves above lettuce, cut melons and luncheon meats in the cooler.
- 5. Different types of raw animal foods, such as eggs, fish, meat, and poultry are stored separately to prevent cross-contamination, except when combined in recipes.
- 6. Raw animal foods stored in refrigerators or walk-in coolers are placed on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf. For example, raw chicken is stored below ground beef.
- 7. Unwashed fruits and vegetables are not co-mingled with washed fruits and vegetables and other ready-to-eat foods.
- 8. Dry, cleaned, and sanitized equipment and utensils are used. Refer to instructions in the "Cleaning and Sanitizing Food Contact Surfaces" SOP (#21).
- 9. Knives, pans, cutting boards, utensils and other food contact surfaces are cleaned <u>and</u> sanitized after using them for raw products.
- 10. Only the surfaces of equipment and utensils that do not come in direct contact with ready-to-eat food are touched by bare hands.
- 11. Food items are stored in covered containers or packages, except during quick cool down stage of cooling when placed in refrigeration units.
- 12. A specific upper shelf of a refrigerator or walk-in cooler is designated as the "cooling" shelf to minimize contamination. Containers of food are left uncovered only during the initial quick cool-down phase to facilitate cooling.
- 13. Exterior surfaces of food containers, such as cans and jars, are cleaned with a cleaning solution before opening to remove soil.

Food	s ontaminated	during	storage	and	preparation	will	be (discard	led	
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Standard Operating procedures implemented on: _1/11/2017	
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#16- Date Marking Standard Operating Procedure

1. An established date marking system is in place and employees and volunteers are trained accordingly.

Note: The best practice for a date marking system is to include a label with the product name, the day or date, and time it is prepared or opened and use by date, not to exceed 7 calendar days. Examples of how to indicate when the food is prepared or opened include:

- Labeling food with a calendar date (e.g., 5/26) and the use by date (e.g., 6/01).
- *Identifying the day of the week (e.g., Monday) and use by date (e.g., Sunday)*
- Using color-coded marks or tags (e.g., blue dot. means "cut on Monday and use by Sunday").
- 2. Ready-to-eat time/temperature control for safety foods (TCS) prepared on-site are labeled.
- 3. Any processed, ready-to-eat, time/temperature control for safety food (TCS) is labeled when opened.
- 4. All ready-to-eat, time/temperature control for safety food (TCS) are refrigerated at 41° F or below
- 5. Refrigerated, ready-to-eat, time/temperature control for safety food (TCS) are served or discarded within 7 days.
- 6. A separate label is used to indicate: (1) the date prepared, (2) the date frozen, and (3) the date thawed for any refrigerated, ready-to-eat, time/temperature control for safety food (TCS).
- 7. The 7-day time period is calculated by counting only the days the food is under refrigeration. For example:
 - On Monday, 8/1, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna Cooked 8/1."
 - On Tuesday, 8/2, the lasagna is frozen with a second label that reads, "Frozen 8/2." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1 Tuesday, 8/2, only 1 day is counted towards the 7-day time period.

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

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#17- Holding Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

- 1. Food service employees and volunteers who prepare or serve food are trained about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
- 2. Food Code is followed when cold and hot holding temperatures:
 - Hold cold foods at 41 °F or below.
 - Hold hot foods at 135 °F or above.
- 3. Steam tables and hot holding units are pre-heated.
- 4. A clean, sanitized, and calibrated probe thermometer is used to measure the temperature of the food prior to placing in storage units.
- 5. Temperature of holding units is determined by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
- 6. Temperature of foods is determined by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
- 7. For cold foods held for service:
 - The internal temperature of the food is taken before placing it into any walk-in cooler or reach-in cold holding unit.
 - Food is chilled in accordance with the "Cooling Time/Temperature Control for Safety Food (TCS)" SOP (#26) if the food is not 41°F or below.
 - Air temperature of any cold holding unit is verified so these items are held at 41°F or below before use and at regular intervals during hours of operation.
- 8. For hot foods held for service:
 - The air/water temperature of any unit is verified to ensure food is held at 135 °F or above before use.
 - Food is reheated in accordance with the "Reheating Time/Temperature Control for Safety Food (TCS) Leftovers/Items Prepared Prior Day" SOP (#27).
 - The temperature of heated Time/Temperature Control for Safety Food (TCS) items are checked to ensure the items are at 135 °F or above before placing the food out for display or service.
 - The internal temperature of food items are taken before placement on a steam table or in a hot holding unit and checked at least every 2 hours thereafter, if applicable.

Monitoring and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the log used for recording temperatures. A designated food service employee/volunteer will record air temperatures of coolers and cold holding units on the refrigeration logs. The person in charge will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees/volunteers and reviewing the temperature logs. The temperature logs will be maintained with other records for: Minimum required by federal regulation (a period of six months following a month's temperature records) or One school year from the date of the second annual food safety inspection.

#17- Holding Time/Temperature Control for Safety Food (TCS), continued

- 1. For hot foods:
 - Reheat to 165 °F for 15 seconds when the temperature is found to be below 135 °F <u>and</u> the last temperature measurement, taken within the last 2 hours, was 135 °F or higher. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135
 °F.
- 2. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement, taken within the last 2 hours, was 41 °F or below:
 - ° Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - ° Stir the food in a container placed in an ice water bath.
 - ° Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the temperature was above 41 °F.

Standard Operating procedures implemented on: _	1/11/2017	
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#18 - Transporting Food for Caterings

Standard Operating Procedure

1. Food service employees are trained on the proper procedures to use when transporting food for catered events.

Food Code is followed by:

- Keeping frozen foods in frozen state during transport.
- Maintaining the temperature of refrigerated, potentially hazardous foods at 41 °F or below and maintaining the temperature of heated foods transported hot at 135 °F or above.
- Using food carriers approved for transporting food.

Containers must be:

- o Rigid and sectioned so that foods do not mix
- o Tightly closed to retain the proper food temperature
- Nonporous to avoid leakage
- o Easy-to-clean or disposable
- Approved to hold food
- 2. Proper procedures are followed prior to placing food in transport carriers. These procedures include:
 - Ensuring that all outside surfaces of the food carriers are clean.
 - Washing, rinsing, and sanitizing the interior surfaces.
 - Placing a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the "Using and Calibrating Food Thermometers" SOP (#5).
 - Pre-heating or pre-chilling the food carrier according to the manufacturer's recommendations, when applicable. The air temperature of the food carrier is checked to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
- 3. Food carriers are loaded into a clean transport vehicle immediately prior to departure and delivered as soon as possible to the serving site.

Monitoring and Recordkeeping:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the "Holding Time/Temperature Control for Safety Food (TCS)" SOP (#17) for the proper procedures to follow when taking holding temperatures. Record the temperature on the transport sheet.

#18 - Transporting Food to Caterings, cont.

Corrective Action:

- 1. Retrain any food service employee or volunteers that do not follow procedures in this SOP.
- Reheat potentially hazardous foods to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F and the food will be held for more than 2 hours, unless the school has an approved plan for using time as a temperature public health control. Refer to the "Reheating Time/Temperature Control for Food Safety Food (TCS)" SOP (#27).
 Discard foods considered to be TCS that are held in the danger zone for 4 hours or more.

Standard Operating procedures implemented on: __1/11/2017_____

#19 - Serving Food Standard Operating Procedure

- 1. Food service employees/volunteers are trained on the proper service of food. Refer to the Using and Calibrating Food Thermometers (SOP #5).
- 2. Hands are washed prior to meal service. Refer to the hand washing SOP (#1).
- 3. Disposable gloves are used to prevent bare hand contact with ready-to-eat foods. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
- 4. Hands are washed before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the "Hand-washing" SOP (#1).
- 5. Ready-to-eat foods are not handled with bare hands. Refer to the "No Bare Hand Contact When Handling Ready-To-Eat Foods/Glove Use" SOP (#3).
- 6. Food contact surfaces of trays, plates, cups and eating utensils are protected from contamination when carried to and placed on serving line.
- 7. Time/Temperature Control for Safety Food (TCS) are held at the proper temperature. Refer to SOP (#17).
- 8. Food is served with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
- 9. Utensils are placed in upright container with handles presented to customer.
- 10. Napkins set out for self-service by customers in proper dispenser.
- 11. Leftover Time/Temperature Control for Safety Food (TCS) are properly cooled, if applicable and date marked or discarded. Refer to SOP (#16) and SOP (#26).

- 1. Retrain any food service employee/volunteers who do not follow the procedures in this SOP.
- 2. Replace improperly handled trays and eating utensils. Wash, rinse, sanitize and air-dry if multi-use type. Discard single use type.
- 3. Discard ready-to-eat food that has been touched with bare hands.

Standard Operating procedures implemented on:	1/11/2017
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#20 - Preventing Cross-Contamination at Food Bars/Self Service Standard Operating Procedure

- 1. Food service employees, volunteers, student workers, supervisors and others receive instructions for proper procedures used to prevent cross-contamination at food bars.
- 2. Adhere to "Hand-washing" SOP (#1) and "Food Service Employee Health, Personal Cleanliness & Hygienic Practices" SOP (#2).
- 3. All uncovered food items are placed under sneeze guards and/or other procedures are followed to prevent contamination of these items.
- 4. An appropriate clean and sanitized utensil is provided for each self-service container.
- 5. Necessary precautions are taken to prevent handles from dropping into food containers.
- 6. When replenishing the food bar or self-service line, the existing containers of food is replaced with new containers. Food from the existing container is not added to the new container of food. The serving utensil is replaced with one that has been cleaned and sanitized.
- 7. Instruction and assistance is provided to customers (including adults) who do not properly use utensils.
- 8. Eating utensils are placed on the serving line with the handles up or in a manner to prevent customers from touching the food contact surfaces.
- 9. Self service bars and serving lines are clean and neat to avoid cross-contamination between food items.
- 10. Wiping cloths are stored in sanitizing solution to wipe up food spills. Refer to "Wiping Cloths" SOP (#22)
- 11. Chemical solution in spray bottles are not used to clean food bars and self-service lines when food is present.
- 12. Food service bars and self-service areas are supervised by designated employee or volunteers while in operation.

Monitoring and Recordkeeping:

Monitoring and record temperatures of food in accordance with the "Holding Time/Temperature"
Control for Safety Food TCS) SOP" (# 17) on designated log or other form. Logs will be kept for:
Minimum required by regulation which is a period of six months following a month's temperature
records or One school year from the date of the second annual food safety inspection.

- 1. Retrain any food service employee/volunteers found not following the procedures in this SOP.
- 2. Discard potentially hazardous food items that are not at correct temperature if the time the item is removed from temperature control is not recorded.
- 3. Discard any food items contaminated by bare hand contact; coughing, spitting or sneezing on food; foreign objects placed in food containers.
- 4. Demonstrate to customers how to use serving utensils and follow other proper self-serve practices.

#21 - Cleaning and Sanitizing Food Contact Surfaces Standard Operating Procedure

- 1. Food service employees, volunteers and student workers receive appropriate instructions on the proper procedures for cleaning and sanitizing food contact surfaces.
- 2. Food contact surfaces include but are not limited to: cutting boards, **cutting blade on can opener**, immersion type thermometer and probes, cooking and serving utensils.
- 3. Manufacturer's instructions are reviewed for information pertaining to maintenance of equipment and use of chemicals for cleaning and sanitizing the food contact surfaces. Refer to "Storing and Using Chemicals" SOP (#11).
- 4. All food contact surfaces are washed, rinsed, and properly sanitized:
 - Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, and poultry.
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - Every 4 hours if used to prepare potentially hazardous foods on a continuing basis.
 - Any time contamination occurs or is suspected.
- 5. Scrape prewash- soak prior to the wash step to eliminate excess soil.
- 6. Wash, rinse, and sanitize food contact surfaces following appropriate procedures.

3-compartment sink for immersable items and removable parts of equipment

- In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
- In the second compartment, rinse with clean water to remove all food particles and soap.
- In the third compartment, sanitize by use of an approved chemical sanitizer according to manufacturer's label instructions to achieve proper concentration. Test the sanitizer concentration using an appropriate test kit.
- Immersing in hot water at or above 171°F for 30 seconds.
- Air dry items prior to storing. Do not use towel.
- > Chemical sanitizer used to sanitize.
 - ➤ Chlorine solution for manual dishwashing 100 ppm*.
 - ➤ Iodine solution 12.5 to 25 ppm*.
 - ➤ Quaternary ammonia compound solution Per manufacturer's use directions. Chemical strips/test kits are available to check sanitizer concentration. Improper concentration will not provide effective sanitizing and high concentrations may leave toxic residue.
- Air dry utensils and other food contact surfaces. Do not use towels to dry.

#21 - Cleaning and Sanitizing Food Contact Surfaces, cont.

➤ Food Contact surfaces of equipment

Food contact surfaces of in-place equipment must follow the 5-step process: Scrape/prewash, wash, rinse, sanitized, and air dry. Use chemical solution for the sanitizing step.

Food service employees and volunteers will:

- 1. Visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
- 2. Record temperature/chemical concentrations on log during one cycle during breakfast clean-up activities and during lunch clean up activities.

Monitoring and Recordkeeping:

Food service employees or volunteers will record monitoring activities and any corrective action taken on the appropriate logs. Logs will be kept for: : \boxtimes Minimum required by regulation which is a period of six months following a month's temperature records or \square One school year from the date of the second annual food safety inspection.

- 1. Retrain any food service employee, volunteers or student workers found not following the procedures in this SOP.
- 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly

Standard Operating procedures implemented on: _	_1/11/2017
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^{*} ppm = mg./L

#22 – Wiping Cloths Standard Operating Procedure

- 1. Food service employees, volunteers and student workers receive appropriate instructions on use of wiping cloths.
- 2. Cloths used as wiping cloths for food spills are used for no other purpose.
- 3. Wiping cloths used for food spills are stored in chemical sanitizer at a concentration specified in the "Cleaning and Sanitizing" SOP (#21) and used for wiping up spills on food- contact and non-food contact surfaces of equipment.
- 4. Wiping cloth solution is made up fresh each day.
- 5. Test strips are used to determine the proper concentration and when the sanitizing solution is no longer effective.

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Food service employees will record the test strip concentration for the sanitizing solution
on the log. Keep temperature logs for: Minimum required by regulation which is a period
of six months following a month's temperature records or One school year from the date of
the second annual food safety inspection.

Corrective Action:

- 1. Retrain any food service employee found not following this SOP.
- 2. Discard wiping cloths that have been used for other purposes.
- 3. Discard and make up fresh solution when test strip reveals the improper concentration.

Standard Operating procedures implemented on: ____1/11/2017_____

#23- Allergens Standard Operating Procedure

District Nutritionist and Person in charge understands and trains employees about the eight major food allergens (milk, eggs, fish, crustacean shellfish, wheat, tree nuts, peanuts, soybeans) and common food allergic reactions. The person in charge on a need to know basis, will have access to a confidential list of students with known food allergies which is released by the school nurse who receives information about student health conditions. Special precautions will be taken to minimize reactions when students have been diagnosed with food allergies. In addition, training is provided to food service employees on allergic reactions, emergency plans in the event of a reaction, label reading, use of standardized recipes and other aspects of this standard operating procedure.

Purchasing and Receiving Procedures:

- 1. Only non-latex gloves, single use type gloves will be purchased for food preparation and clean up.
- 2. Food labels will be obtained and kept in the **Child Nutrition District Office** and **Managers' Share Folder**___.
- 3. The labels will be used to determine what products contain allergens or manufactured on equipment that processes products with allergens when notified about students with recognized food allergies.
- 4. Labels will be re-checked during receiving to determine if there are modified ingredients or a notice that a product may contain certain allergens.
- 5. Appropriate arrangements will be made for parents/guardians, school nurse and others to view labels and recipes.
- 6. Standardized recipes will also be maintained and updated for changes. Food service staff will be instructed not to alter recipe without authorization.

Storage Procedures:

Any food items or prepared recipes that contains allergen(s) specific to students with diagnosed food allergies will be stored separately to prevent cross contamination. The product will be clearly labeled to indicate that the product contains the specific allergen or may have been prepared in a facility that manufacturers items with allergens.

- 1. Contact school nurse who prepares the confidential list of students with diagnosed food allergies when if informed by parent or others that a student not on the official list is in need of special dietary accommodations based on a disability.
- 2. Retrain any food service employee found not following this SOP.
- 3. Discard or appropriately label any food item that has or could have been contaminated with allergens so it is not served to a student with specified food allergies.

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#24 Cooking Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

- 1. Food service employees/volunteers who prepare or serve food know how to use food thermometer and cook foods using this procedure.
- 2. When a recipe contains a combination of meat products, the product will be cooked to the highest required temperature.
- 3. Products will be heated to the following temperatures as noted on the temperature chart and/or listed below:
 - a. 135 °F. for 15 seconds
 - Heated fruits or vegetables for hot holding
 - b. 145 °F. for 15 seconds
 - Seafood, beef and pork roasts
 - Eggs cooked to order
 - Raw pork products (pork chops)
 - c. 155 °F. for 15 seconds
 - Ground meat products
 - Raw pork, ham and sausage
 - d. Egg dishes
 - e. 165 °F. for 15 seconds
 - Raw or Ground poultry
 - Left over potentially hazardous foods
 - Food items prepared on prior days (complex)
- 4. A clean, sanitized, and calibrated thermometer is used. Probe type thermometer is used to get an accurate reading for thin items. (Thin items are not stacked to obtain temperature reading.)
- 5. Thermometer is not inserted into pockets of fat or near bones when taking internal cooking temperatures.
- 6. At least two internal temperatures are taken from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
- 7. At least two internal temperatures are taken of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or
logs. These logs will be monitored by a supervisory employee to ensure that the temperatures
meet the minimum standards. Keep temperature logs for: Minimum required by regulation
which is a period of six months following a month's temperature records or \(\subseteq \) One school year
from the date of the second annual food safety inspection.

Continue cooking food until the internal temperature reaches the required temperature.	Modify
the cooking process to achieve the correct time and temperature.	

Standard Operating procedures implemented on:	_1/11/2017

#25- Re-heating Fully Cooked, Commercially Processed, Time/Temperature Control for Safety Foods (TCS) Standard Operating Procedure

- 1. Food service employees/volunteers who prepare or serve food receive instruction on how to use food thermometer and re-heat fully cooked, commercially processed products that are potentially hazardous foods.
- 2. Products are heated in accordance with manufacturer's instructions to a minimum of 135 °F. or 15 seconds if hot holding the products. The temperature chart in the food safety plan is used when certain temperature is specified in the instructions.
- 3. A clean, sanitized, and calibrated thermometer is used. Probe type thermometer is used for thin items. (Thin items are never stacked to obtain temperature reading.)
- 4. Thermometers are not inserted into pockets of fat or near bones when taking internal cooking temperatures.
- 5. At least two internal temperatures are taken for each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
- 6. At least two internal temperatures are taken of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or
logs. These logs will be monitored by a supervisory employee to ensure that the temperatures
meet the minimum standards. Keep temperature logs for: Minimum required by regulation
which is a period of six months following a month's temperature records or \(\subseteq \) One school year
from the date of the second annual food safety inspection.

Continue cooking food until the internal temperature reaches the required temperature.	Modify
the cooking process to achieve the correct time and temperature.	

#26- Cooling Time/Temperature Control for Safety Foods (TSC) Standard Operating Procedure

- 1. Food service employees and volunteers who prepare or serve food know how to use a food thermometer and how to cool foods using the established procedure for each specific menu item.
- 2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures during course of normal work day, when possible.
- 3. Prepare and cool food in small batches.
- 4. Chill food rapidly by effective cooling method specific to the product:
 - Placing food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Stir the food using a chilling paddle designed for cooling foods quickly.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
 - Pre-chill sheet pans in freezer and use to rapidly cool cooked and heated patties.
- 5. Meet food code requirements for chilling cooked, hot food from:
 - 135 °F to 70 °F within 2 hours Monitor temperatures at 15 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time The total cooling process from 135 °F to 41 °F may not exceed six hours. Monitor temperature at 30 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 41 °F within the 6-hour cooling process.
- 6. Conduct a cooling study for each process 3 menu item to develop appropriate procedures. Record the temperature and corrective action taken to cool product within time periods specified in item # 5 above.
- 7. Develop separate cooling standard operating procedures for each menu item used to successfully cool the products during the cooling study.
- 8. Chill prepared, ready-to-eat foods such as macaroni salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.
- 9. Check the refrigeration unit to make sure it is adequate to support food volume and cooling method, and it is not overloaded.

Monitoring and Recording:

- 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 at regular intervals throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product. Record temperatures on cooling log.

#26 - Cooling Time/Temperature Control for Safety Food (TCS), cont.

- 3. Designated food service employees/volunteers will record temperatures and corrective actions taken on the Cooling Temperature Log. The Cooling Temperature Logs will be kept for current and the prior school year to document compliance with USDA food safety regulations.
- 4. Develop written cooling procedures based on the cooling study completed for each food item in process 3.
- 5. Provide training and necessary tools for the process.
- 6. Maintain copy of the cooling study and the written procedures for cooling process 3 items with the food safety plan.
- **7.** Keep any temperature logs for: Minimum required by regulation which is a period of six months following a month's temperature records or One school year from the date of the second annual food safety inspection.

- 1. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
- 2. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
- 8. Devise a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
- 9. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
- 10. Provide additional training if staff or volunteers fail to follow procedures developed for each food item in process 3.

Standard Operating procedures implemented on:	1/11/2017	
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#27- Reheating Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

- 1. Train food service employees and volunteers who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
- 2. Reheat all foods to a minimum of 165°F for at least 15 seconds.
- 3. Reheat the following products to 165°F for 15 seconds:
 - Any food that is cooked, cooled and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
- 4. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 140°F for 15 seconds
 - Heat leftovers to 165°F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
- 5. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
- 6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring and Recordkeeping:

- 1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
- 2. Take at least two internal temperatures from each pan of food by inserting a thermometer into the center of the food and at various locations in the product.
- 3. Record the temperature on designated temperature log or daily production plan.
- 4. Daily production plans will be kept for 5 years plus the current school year to meet USDA recordkeeping requirements for this program record. Keep temperature logs for: Minimum required by regulation which is a period of six months following a month's temperature records or One school year from the date of the second annual food safety inspection.

Corrective Action: Continue cooking food until the internal temperature reaches the required emperature. Modify the cooking process to achieve the correct time and temperature.
Standard Operating procedures implemented on:1/11/2017

28- Clean-Up Procedures for Vomit/Fecal Accidents Standard Operating Procedure

Policy: The 2013 FDA Food Code requires that all food establishments have a procedure for responding to vomiting and diarrheal events. Effective cleaning of vomitus and fecal matter in a food establishment should be handled differently from routine cleaning procedures.

The food service staff/ parents/ volunteers or custodial staff will:

- 1. Segregate the area.
- 2. Wear disposable gloves during cleaning up. To help prevent the spread of disease, it is recommended that a disposable mask and /or cover gown (or apron) be worn when cleaning liquid matter.
- 3. Wipe up the matter with towels and dispose into a plastic garbage bag.
- 4. Mix a chlorine bleach solution that is stronger than the chlorine solution used for general cleaning (the Center for Disease Control and Prevention recommends 1000-5000 ppm or 5-25 tablespoons of household bleach (5.25%) per gallon of water). Note: quaternary ammonia is not an effective sanitizer for Norovirus.
- 5. Apply the bleach solution and allow it to remain wet in the affected area for at least 10 minutes.
- 6. Allow to air dry after the 10 minutes. Dispose of any remaining sanitizer solution once the accident has been cleaned up.
- 7. Discard gloves, mask, and cover gown (or apron) in a plastic bag.
- 8. Take measures to dispose of and/or clean and disinfect the tools and equipment used to clean up vomit and fecal matter.
- 9. Properly wash hands.
- 10. Discard any food that may have been exposed.
- 11. Minimize the risk of disease transmission through the prompt removal of ill employees, customers and others from areas of food preparation, service and storage.

Standard Operating procedures implemented on:	_1/11/2017

Corrective Action: Repeat the procedure until area is free of Vomit and Fecal matter.

#__29___ Afterschool SnackStandard Operating Procedure

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

Teachers and other school employees will follow ordering procedures established by food service for afterschool snack. The Child Nutrition Manager will be notified in advance when there are field trips or other events that preclude afterschool snack. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers and other school employees with snack set up, service and clean up duties will:

- 1. Observe appropriate food handling techniques such as:
 - a. Keeping cold and hot items in transporters until time of meal service.
 - b. Serving snacks as soon as possible when delivered to snack area.
 - c. Washing hands prior to assembling and distributing snacks
 - d. Encouraging students to wash hands prior to meal service.
 - e. Keeping cold foods in transport container to keep at safe temperatures.
 - f. Discarding leftover food that has been served to students and any cold food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
 - g. Following established procedures for returning/discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from snack service area.
- 2. Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The Child Nutrition Manager will:

- 1. Develop and share procedures for ordering afterschool snacks.
- 2. Plan snack menus with food safety in mind.
- 3. Process order placed by teacher or other personnel.
- 4. Arrange for an appropriate time for delivery.
- 5. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hour (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service).
- 6. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
- 7. Visit snack serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are noncompliance findings.
- 8. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below.

#__29___ Afterschool Snack Standard Operating Procedure, Cont.

All school foodservice staff that prepare and/or pack afterschool snack for service will:

- 1. Follow standard operating procedure established in the food safety plan for personal hygiene.
- 2. Prepare and pack snacks according to the order and make necessary modifications for anticipated changes in the counts.
- 3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left above 41° F. This includes keeping cold items under refrigeration until time of transport to serving area.
- 4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
- 5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
- 6. Follow procedures for taking and recording temperatures of cold items on logs prior to delivery of snack items. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

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

- 1. Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
- 2. Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
- 3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
- 4. Store utensils, transporters, pans and other items to minimize contamination.

Standard Operating procedures implemented on:1/11/2017	_

_30___Food Safety in Emergency Situations or Early School Closure Standard Operating Procedure

The person in charge will follow school agency or building emergency plans which contain specific procedures to ensure safety of student and staff safety during an emergency. Foods service personnel will be knowledgeable about food handling procedures affecting food safety of food items. All foodservice employees and volunteers will:

- 1. Follow procedures related to handling food safely during emergencies which include:
 - Making special arrangements for maintaining food items at proper temperatures.
 - Following prescribed cooling procedures for heated potential hazardous food that will not be served that day.
 - Discarding items that were out of temperature control during hot holding or in cold storage and deemed to be unsafe to due to time and/or internal temperature of product.
 - Discarding product that was contaminated by flood water, sewage, or other source, per order of the local or state health official or sanitarian.
- 2. Maintain confidentiality when security is an issue.
- 3. Be aware of implications when the following issues arise:
 - Menu changes
 - Staff notification systems for conveying information
 - Food disposal procedures for food items
 - (1) When food is wholesome but service is not occurring
 - (2) When food is no longer wholesome because of improper holding temperatures or compromised by exposure to fire, smoke, chemicals, fumes, sewage, water or contaminants.

The foodservice director and/or person in charge will:

- 1. Review established standard operating procedures that address food safety concerns during emergencies including cooling procedures and documenting disposal of discarded product.
- 2. Instruct staff and review those procedures on regular basis, at least once a year.
- 3. Contact the local health department and/or state sanitarian to obtain instructions when there are emergencies which require special attention such as fire, sewer/septic tank back up, burst pipes, and flood.
- 4. Provide specific directions regarding safe food handling that are not contained within existing standard operating procedures for all emergency situations.
- 5. Observe all employees to ensure procedures are being followed.
- 6. Inform the local health department (or equivalent) if an emergency affecting food safety occurs.
- 7. Discard products in an appropriate manner, when necessary.
- 8. Follow up, as necessary, with employees and food safety professionals.
- 9. Evaluate and update procedures as appropriate.

Corrective Action:

Discard food that has been compromised and document. Provide training to food service employees or others who fail to follow proper emergency procedures. Contact local health department or state sanitarian to obtain assistance, if needed.

S	Standard	(Operating	procedu	ures imi	olemented	on:	1/11/2017	

#_31___ Using *Time* as a Public Health Control for Potentially Hazardous Foods Standard Operating Procedure (Caterings and Fruit and Vegetable Bars)

- 1. The environmental health specialist who conducts the food safety inspections <u>must</u> approve the use of time a public health control for potentially hazardous foods and assist the school with developing detailed written procedures for the plan. The specific menu items covered by the plan must be specified
- 2. Food service employees and volunteers receive training on the plan approved by the environmental health specialist and/or plan approved by Health Department for school agencies for using time as a public health control. The approved written procedures clearly identify:
 - Specific potentially hazardous foods for which time rather than temperature is used as control measure.
 - Temperature of specific potentially hazardous food items removed from temperature control and where this temperature is recorded.
 - The internal temperature must be at or below 41 degrees F. at the beginning of this modified holding period for cold potentially hazardous foods.
 - The internal temperature must be at the proper cooked temperature at the beginning of this modified hold period for heated potentially hazardous foods.
 - Procedures used to record the time any remaining product is discarded after the maximum time the food can be held at room temperature and where the time is recorded.
 - Up to 6 hours at an internal temperature of 41-70 degrees F. under monitored conditions for cold potentially hazardous foods. Provisions must be made to discard product if the 6 hour time limit is exceeded, the temperature of the cold potentially hazardous food rises above 70 degrees F., or the food is removed from service.
 - The maximum time is 4 hours for heated potentially hazardous foods. Provisions must be made to discard product if the 4 hour time limit is exceeded, the temperature of the heated potentially hazardous food falls to 70 degrees F., or the food is removed from service.
 - There can be no leftovers and no reuse of the items covered under the written approved plan.
 - The approved written plan must be kept on premise with food safety plan.
- 3. The SOP #5 regarding use and calibration of food thermometers are followed.
- 4. Mixing of different batches of food. If different batches of food are co-mingled, the time associated with the first batch of food is the time by which to cook, serve, or discard all the food.

Monitoring and Recordkeeping:

- 1. Food service employees/volunteers will continually monitor that foods are properly marked or identified with the time the food is removed from temperature control.
- 2. Food service employees/volunteers will ensure that foods are cooked, served, or discarded by the indicated time.
- 3. Time and temperature logs are kept for the current and prior school year to document compliance.

- 1. Retrain any food service employee or volunteers who are not following the approved written procedures.
- 2. Discard food that exceeds the 6-hour limit for cold potentially hazardous items held between 41 to 70 degrees F. and the 4-hour limit for hot potentially hazardous foods.

Standard Operating procedures implemented on:1/11/2017
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#__32__Field Trip Meals Standard Operating Procedure Template

Policy: Foodservice employees and teachers, other school staff, parents and volunteers will work together to ensure that field trip meals are safe to eat.

Teachers, other school employees, and parents will follow ordering procedures established by food service.

The Child Nutrition Manager will:

- Develop and share procedures for ordering meals.
- Plan field trip meal menus with food safety in mind.
- Process order from teacher, other staff member or parent.
- Arrange for an appropriate time and location for picking up field trip meals.
- Obtain suitable portable cold storage units (such as coolers) and cooling devices such as ice packs that will keep cold food items at 41 ° F. up to 4 hours.
- Review safe handling procedures listed below with food service staff and with those who are picking up meals, when possible.
- Accept and inspect returned portable food transport units and other equipment used for field trip meals.

All school food service staff that prepare and/or pack field trip meals will:

- Follow standard operating procedures for personal hygiene and employee health reporting.
- Prepare and pack meals according to the field trip order.
- Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous food (time/temperature control for food safety food) are held at temperatures between 41° F. and 135°F.
- Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
- Use gloves or utensils to prevent bare hand contact when handling any ready-to-serve food items.
- Place all potentially hazardous food (time/temperature control for food safety food) in portable cold storage units with ice packs or other devices to maintain temperature during holding.

Teachers, other school employees and volunteers who chaperone field trips will:

Observe appropriate food handling techniques such as:

- Keeping cold items in portable food transport units (coolers) until time of meal service.
- Washing hands prior to distributing meals
- Encouraging students to wash hands prior to meal service.
- Serving meals within 4 hours of picking up meals from food service.

Discard ALL leftover food items immediately following the meal service.

• Return portable cold storage units with reusable ice packs and other equipment to the school foodservice after returning from field trip.

Standard Operating procedures implemented on: _	1/11/2017

Monitoring (to be updated annually)

Last updated

Person In Charge Responsibilities:

- Ensuring assigned food service staff/volunteers are properly monitoring critical control points at the required frequency and are completing documenting requirements.
- Monitoring implementation of standard operating procedures and recommending revisions.

Food Service Staff/Volunteers Responsibilities:

• Monitoring individual critical control points (CCPs) in the handling and preparation of food, per the standard operating procedures (SOPs).

Designated Monitoring Responsibilities:

Equipment Temperatures	
 Cold Storage Units Refrigeration Freezers Milk Coolers Manual Dishwashing 	(List designated position in blanks below)
Food Temperatures Time/Temperature	for Food Safety Foods
 Receiving Preparation/Reheat Transport Service Cooling Other 	
Thermometers • Recalibration	
 Concentration of Sanitizing Solution Dishwashing Manual Dishwashing Wiping clothes Food contact surfaces 	
of equipment (e.g. slicer)	

Corrective Action Responsibilities

Determining Corrective Actions:

- The person in charge is responsible for implementing predetermined corrective actions for deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are stated in the SOPs and reiterated on the following pages.
- Corrective actions for all SOPs are stated on the SOPs.
- The person in charge will review and update the corrective actions at least annually with the assistance of the sanitarian who conducts the food safety inspections.

Training:

 In addition to the corrective actions outlined on the following table and in the SOPs, food service staff/volunteers will be trained on a continuous basis to take corrective actions and document these actions, when necessary.

Documenting Corrective Actions:

 Food service staff/volunteers will be responsible for documenting any corrective actions taken. Of special concern are the critical control points.

Summary of Corrective Actions for Critical Control Points

Critical Control Point	General Situation	Appropriate Corrective Actions
(CCPs) COOKING	If food does not reach the minimum internal temperature required within the time specified on the chart, recipe or manufacturer's instructions	If no real problem is suspected: • Extend heating/cooking time. • Train the employee/volunteer to check internal temperatures of products rather than relying on time.
		If the thermometer inaccuracy is suspected: • Calibrate the thermometer and retest product. • Follow standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers per SOP.
		 If the oven temperature is suspected: Use an oven thermometer to check the internal temperature of the oven. Complete a work order for maintenance to check the thermostat. Contact manufacturer's representative to make appointment for repairs.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process	Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item.
	If hot food is above 41°F and it is more than 6 hours into the cooling process	Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item.
REHEAT	If hot food is not reheated quickly to 165°F	Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item.
HOT HOLD	If hot food being held is found to be below 135°F	If time is used as a control: Maintain record that shows the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or log, as specified by SOP. Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)
HOT		

HOI DIVIC		If the thermemeter may be incorrect:
HOLDING, CONT.		 If the thermometer may be incorrect: Calibrate the thermometer and retest product. Follow a standard operating procedure for calibrating thermometers. Train employees/volunteers to calibrate thermometers.
		If time is not used as a control and the thermometer is calibrated: • Reheat the hot food to 165°F for 15 seconds and then hold above 135°F. • When the hot holding equipment appears not to be working properly, complete a work order for maintenance to check it or notify the person in charge.
COLD HOLDING	If cold food being held is found to be above 41°F	 If time is used as a control: Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the holding unit. Discard any product that was not served within 6 hours.
		 If incorrect thermometer is suspected: Calibrate the thermometer and retest product. Follow a standard operating procedure for calibrating thermometers. Train employees/volunteers to calibrate and use calibrated thermometers.
		 If time is not used as a control and the thermometer is calibrated: Chill the cold food to 41°F or less and then hold below 41°F. If you suspect that the cold holding equipment is not working properly, relocate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative. Complete a work order for maintenance to check and/or notify person in charge.

Recordkeeping

Responsibilities for Recordkeeping/Location & Retention of Records

Food Service Staff/Volunteer Responsibility:

All food service staff/volunteers will be held responsible for recordkeeping duties, as assigned.
 Overall, the Child Nutrition Manager will be responsible for checking that records are kept in specified place.

Recordkeeping Procedure:

- Appropriate forms/logs will be selected and adapted for use at school site.
- All forms/logs will be kept in designated area in food service, unless otherwise specified on school site's SOP.
- All forms/logs will be replaced as needed and employees/volunteers will know where to find blank replacement forms.
- All completed forms will be kept in _______

Employee/Volunteer Training:

• The **Child Nutrition Manager** is responsible for informing all food service personnel/volunteers on the use and importance of recording critical information.

Maintenance of Records:

- All monitoring records, including temperature logs will be kept for:
 ☐ Minimum required by regulation which is a period of six months following a month's temperature records or ☐ One school year from the date of the second annual food safety inspection.
- **Note:** Production records and other documents that show compliance with other USDA school meal programs regulations must be kept for the current fiscal year plus 4 years.

Documentation (Records)	Documentation Schedule
Employee Health ☐ School Food Service Employee Reporting Agreement	Upon Employment
Product Records ☐ Food Recall ☐ Cooling Temperature Study ☐ Damaged or Discarded Product Log	For each item in Process 3
Temperature Records ☐ Receiving Temperatures	Each DeliveryPotentially Hazardous FoodsEach day
Chemical Concentration Records ☐ Manual Dish Washing	Each Meal Service
Training ☐ New Employee/Volunteer Orientation Agreement ☐ Food Safety Training Plan and Record	
Corrective Action Records	As necessary

School Food Service Employee Reporting Agreement

Preventing Transmission of Diseases through Food
By
Infected Food Service Employees
(to be completed prior to first day of work)

This document should be used as an agreement between the employees and management to help ensure that employees who handle food notify the person in charge of school food service when they experience any of the symptoms listed below. The person in charge will take appropriate steps to prevent the transmission of foodborne illness. The use of this document will demonstrate to the environmental health specialist who conducts food safety inspections that there is an Employee Health Program in place.

I AGREE TO IMMEDIATELY REPORT TO THE PERSON IN CHARGE:

SYMPTOMS AND PUSTULAR LESIONS:

- 1. Diarrhea
- 2. Fever
- 3. Vomiting
- 4. Jaundice
- 5. Sore throat with fever
- 6. Lesions containing pus on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)

MEDICAL DIAGNOSIS:

Whenever diagnosed as being ill with Salmonellosis (Salmonella spp.), Shigellosis (Shigella spp.), Shiga toxin-producing E. coli, Hepatitis A (hepatitis A virus) or any other pathogen that can be transmitted through food such as: Entamoeba histolytica; Campylobacter spp; Norovirus; Cryptosporidium spp,; Giardia spp.; Yersinia enterocolitica; Staphylococcus aureus; or Listeria monocytogenes.

I have read (or had explained to me) and understand the requirements concerning my responsibilities to comply with:

- 1. Reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified;
- 2. Work restrictions or exclusions that are imposed upon me; and
- 3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by my employer or the regulatory authority that issues license/conducts inspections that may jeopardize my employment and may involve legal action against me.

Food Service Employee Name (<i>please print</i>)	
Signature of Food Service Employee	Date
Signature of Supervisor	Date

Orientation and Training

Food Service Staff/Volunteers/Student Workers

The *Director of Child Nutrition* will provide/arrange for training of food service staff, volunteers and/or student workers as part of orientation, annual in-service and other times during the school year. *Child Nutrition Managers* will arrange for on-site training of new employees.

New Employee/Volunteer/Student Workers/Other School Personnel Orientation

All employees and volunteers involved in food preparation and service will:

- 1. Meet with the person in charge to receive training on basic food safety. This training will include proper hand washing procedures.
- 2. The person in charge at each of the school serving locations will obtain the appropriate Food Handlers Card for all employees/volunteers/student workers. They will also check frequently to ensure all Food Handlers Cards are current.
- 3. Receive training on following the standard operating procedures specific to their job assignments in school food service.

On-going Food Safety Training

- 1. Training needs of employees/volunteers/student workers will be identified prior to the start of each school year.
- 2. The needs are based on observations, corrective actions that were required, and/or recommendations by sanitarian during recent food safety inspections.
- 3. Appropriate resources used in the training activities including videos, DVDS, pre-planned lesson, and/or guest speakers.
- Source of materials for the training activities include those distributed by U.S. Department of Agriculture and Institute of Child Nutrition and the National Restaurant Association's National Food Safety Educational Foundation.
- 5. Those who attend the training activity held at the school will sign in on a roster.
- 6. Training activities may also include food safety courses held off site. Not limited to but may include Managers Level Food Safety provided by University of Arizona Cooperative Extension.

New Employee/Volunteer Ori	ientation Agreement
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	5	
Name	Position	School

Standard Operating Procedures	✓ if	√ if not
	discussed	applicable
General/Specific to Menu Items Categorized in Process 1		
Hand Washing		
Personal Hygiene/Health		
No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use		
Visitors in Food Service		
Using & Calibrating Food Thermometers		
Facility and Equipment Maintenance		
Approved Food Source		
Handling a Food Recall		
Receiving Deliveries		
Storing Food		
Storing and Using Chemicals		
Washing Fresh Fruits and Vegetables		
Thawing Potentially Hazardous Foods		
Controlling Time and Temperature During Preparation		
Preventing Cross Contamination		
Date Marking Time/Temperature Control for Safety Food (TCS)		
Holding Time/Temperature Control for Safety Food (TCS)		
Transporting Food for Caterings		
Serving Food		
Preventing Cross-Contamination at Food Bars/Self Service Locations		
Cleaning & Sanitizing Food Contact Surfaces		
Wiping Cloths		
Allergens		
Using Time as Public Health Control (approved plans only)		
Specific to Menu Items Categorized in Process 2		
Cooking Time/Temperature Control for Safety Foods (TCS)		
Out of the Manual Manual Manual Contained in the December 2		
Specific to Menu Items Categorized in Process 3		
Cooling Cooking Time/Temperature Control for Safety Foods (TCS)		
Reheating Cooking Time/Temperature Control for Safety Foods (TCS)		
Other Information		
Other Information		

I understand that these procedures were developed to protect the safety of students and other food service customers. I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer	Date	Person In Charge/Supervisor	Date
Date			

Food Safety In-Service Training Session Roster

School Site(s)	Date:
Topic:	
Professional Development Code:	
Length of Time:	
Presenter:	
Training Materials Used:	
Attendance Sign In:	

Sc Ins	hool Year 2018 Date Completed7 structions: Complete plan review for each preparation ect changes. Make updates and add new items were app ms. Keep with the food safety plan at each of the school to	and serving location periodically, but at least annually, to plicable. Include effective date on any modified items or					
<u>Ch</u>	ecklist for Review of Food Safety Plan						
1.	Check if there were changes and note date of	update to plan:					
	Descriptions	Date Updated					
	Equipment	Date Updated					
	Listing of menu items categorized as	process 1, 2, or 3 Date Updated					
	Vendors	Date Updated					
	Food Code	Date Updated					
	USDA Regulations	Date Updated					
	Recordkeeping Procedures	Date Updated					
	x Standard Operating Procedures	Date Updatedtlhw pg.21-22					
	Monitoring Procedures	Date Updated					
	Monitoring Forms	Date Updated					
	Recordkeeping Procedure	Date Updated					
	Corrective Actions	Date Updated					
2.	Changes made for any additional programs or	services? □ yes ☒ no					
3.	Were improvements suggested by environmer inspections made in the plan? ☐ yes ☐ N/A	ntal health specialist conducting the food safety ⊠ no, not deemed necessary					
4.	What additional training is needed to support the food safety plan? Training planned for 07/25/2017 by U of A Coop ext on food safety to be offered to all staff at Culinary Bootcamp						
5.	How will identified training needs be met?						
	Anticipated date for training:07/25	_, 2017					
6. 7. 8.	Does the person in charge at each site demon Changes were conveyed to all employees and Name of person responsible for verifying that completed and properly maintained at this sch	d volunteers? ☑ yes ☐ no the required records and logs are accurately					
	No.	Child Nutrition Manager					
	Name	Title					
	Completed by: _Tami Hitt-Wyant Name	Child Nutrition Director Title					

Checklist for Review of Food Safety System and Plan

Instructions: The person in charge or other designeewill use this checklist to determine strengths and weaknesses of the food safety plan							
Note responses and corrective a	ction t	aken	on this plan. K	eep completed records for future refere	nce.		
Date		_	Observ	/er			<u> </u>
Personal Hygiene/Health							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees are properly attired				Eating, drinking, and/or gum chewing are observed			
including proper shoes				only in designated areas away from work areas.			
Hair net or designated hair restrains properly				Disposable tissues are used and disposed of when		l _	
worn		_		coughing/blowing nose			
Fingernails are short, unpolished, and clean unless suitable arrangements are made with				Employees take appropriate action when coughing or sneezing			
person in charge				or sneezing			
Jewelry is limited to plain ring				Disposable gloves worn when handling ready to			
a constant of presenting				eat foods			
Disposable gloves are changed at				Hand are washed thoroughly using proper hand			
appropriate times/not reused				washing procedures at critical points			
Open sores, cuts, or splints and bandages				Employees/volunteers comply with restrictions/			
on hands are completely covered with a				exclusion, per SOP			
disposable glove while handling food							
Food Storage and Dry Storage							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F				No bulging or leaking canned goods in storage.			
All food and paper supplies are 6-8 inches off				All surfaces and floors are clean.			
floor							
The FIFO (first in, first out) method of				Food is protected from contamination			
inventory is being practiced Open bags of food are stored in containers				Chemicals are stored away from food and other			
with tight fitting lids and labeled				food related supplies.			
man agramany nao ana lazoloa		_		Took Tolkion Supplies.		_	
Equipment/Maintenance							
Equipment/waintenance	Vaa	No	Corrective Action		I Vaa	LNa	Corrective Action
All Control of the co	Yes	No	Corrective Action		Yes	No	Corrective Action
All surfaces of equipment are clean to sight				Loading dock and area around dumpster are clean and odor free		lп	
and touch including serving lines, storage shelves, cabinets, ovens, ranges, fryers and				and oddrinee			
steam equipment							
Food slicer is broken down, cleaned and	—	_		Exhaust hood and filters are clean			
sanitized after use							
Boxes, containers and recyclables are							
removed from site							
Refrigeration, Freezer and Milk (Cooler	Units					
Tremgeration, Treezer and William			Corrective Action	T	Voc	No	Corrective Action
Appropriate the group of the second s	Yes	No	Corrective Action	All food is preparity urgans at the state of a state of	Yes	No	Corrective Action
Appropriate thermometers are placed in warmest locations, readily available and				All food is properly wrapped, labeled and dated			
accurate							
Temperature of cold food being held is at or			1	The FIFO method of inventory is used.			
below 41 degrees F]	
Air temperature of all refrigerators and			1	Established cleaning schedule is followed to keep			
freezers is monitored and documented daily				units clean			
Appropriate corrective action is taken and				Food is stored 6 inches off floor in walk-ins			
noted on temperature logs							

Food Handling							
	Yes	No	Corrective Action		Yes	No	Corrective Action
All food items are from approved sources				Food is tasted using the proper procedure			
Time/Temperature Control for Safety (TCS)	┝╩─			Time/Temperature Control for Safety (TCS) are			
frozen food is properly thawed				quickly heated/re-heated to required temperature			
Preparation is planned so ingredients are	┝╙─	ш_			ш	ш	
, ,				Food is cooked to the required safe internal			
kept out of the temperature danger zone to		١		temperature for the appropriate time. The			
the extent possible				temperature is tested with a calibrated food	_		
				Thermometer			
Ready-to-eat food is handled with suitable				Food is prepared in small batches to limit the time			
utensils, such as single use gloves or tongs				it is in the temperature danger zone			
Facilities/Thermometer Mainto	enance						
	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including	 			Thermometers are cleaned and sanitized after			
1				each use			
cutting board are cleaned and sanitized		١		each use			
between uses							
Small equipment and utensils are air-dried				Thermometers are calibrated on a routine basis			
Work surfaces are clean to sight and touch				Can opener is clean to sight and touch			
Work surfaces are cleaned and sanitized				Drawers, racks and storage bins are clean.			
between uses							
Small equipment is inverted, covered, or				Clean utensils are handled in a manner to prevent			
otherwise protected from contamination when				contamination of areas that will be in direct contact			
stored				with food or a person's mouth			
Hot Holding						_	
Hot Holding							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean				Temperature of hot food being held is at or above			
_				135° F.			
Food is heated to the required safe internal				Food is protected from contamination.			
temperature before placing in hot holding.				Toda to protostou nom contamination.	_	_	
Hot holding units are not used to reheat				Hot holding unit is pre-heated before hot food is			
Time/Temperature Control for Safety (TCS).				placed in unit.			
01							
Cleaning and Sanitizing							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for	Yes	No	Corrective Action	Chemical sanitizer is mixed correctly and sanitizer	Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing			Corrective Action	Chemical sanitizer is mixed correctly and sanitizer			Corrective Action
ware washing	Yes	No 🗆	Corrective Action	strip is used to test chemical concentration	Yes	No	Corrective Action
ware washing Dish machine is working properly (i.e. gauges			Corrective Action	strip is used to test chemical concentration Wash and rinse water is clean and free of grease			Corrective Action
ware washing Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).			Corrective Action	strip is used to test chemical concentration Wash and rinse water is clean and free of grease and food particles			Corrective Action
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FOOD TEMPERATURE LOG

Prototype for	Schools not	Using Pa	cking Slip	
		3.6	4 🖫	

	1 . o. o. o. pe jo. o. o	10 1 tienting 211p	
School		Month	20

Date	Menu Item	Temperature When Received	Time Taken	Time Product was Used/ Discarded/Notes
_				
_				

<u>Daily Refrigerator / Freezer Temperature Log with Cleaning Schedule</u> (Prototype for refrigeration & freezer)

School/Facility:	Month:	20

Instructions: This log will be maintained for <u>each</u> refrigerator and freezer in the facility. A designated food service employee/volunteer will record the time, temperature and their initials. Date unit is cleaned will also be noted in designated column. Maintain this log for one year after the second annual inspection. If corrective action is required, circle the date in the first column and explain the action taken on the bottom of the log.

Refrigerators: Between 36°F and 41°F. Freezers: Between -10°F and 0°F.

	Refrigerator Time Temp. Initials of Initials to			Freezer				
Date	Time	Temp. In °F.	Initials of person taking temperature	Initials to denote date unit is cleaned	Time	Temp. In °F.	Initials of person taking temperature	Initials of person on date unit is cleaned
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
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17								
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30								
31								

Corrective Action:

Daily Milk Cooler/ Refrigeration Temperature Log with Cleaning Schedule (Prototype for milk cooler or refrigerator) School/Facility: _______ Month:_______ 20___ Instructions: This log will be maintained for each milk cooler in the facility. A designated food service employee/volunteer will record the time, temperature and their initials. Date unit is cleaned will also be noted in designated column. Maintain this log for one year after the second annual inspection. If corrective action is required, circle the date in the first column and explain the action taken on the bottom of the log. Milk Cooler: Between 33°F and 41°F.

	Milk Cooler /Refrigeration Unit #1			Milk Cooler /Refrigeration Unit #2				
Date	Time	Temp.	Initials of	Initials to	Time	Temp.	Initials of	Initials of
		In °F.	person taking temperature	denote date unit is		In °F.	person taking temperature	person on date unit is
			temperature	cleaned			temperature	cleaned
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
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22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
31.								

Corrective Action:

Temperature/Cle	aning Log for	Milk Cooler/Refrigeration Unit	
Month	20	Unit Number	

Instructions: Complete this daily log each month of operation to document milk storage temperatures are monitored in accordance with Food Code. Initial to note date unit was cleaned.

Date	Time	Temp. in °F.	Initials of person recording temp.	Initials of person who cleaned unit	Corrective action taken when internal temperature does not register between 35° F. to 41° F.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Store Milk between 33° F and 41° F. Ideal temperature is 33°F.

		Thermometer C	Calibration Log	
School/Fa	cility:	(prototype	Month:	20
weekly biwee a receptacle f thermometers action is requ	ekly monthly other for storage of thermon	and any time neters that "need calil or a minimum of one n taken in the last col		ed. Designate librated
Date	Temp. When Placed in Ice Bath	Calibrated By (Food Service Employee Initials)	Corrective Action	

Manual Warewashing Log - Chemical Sanitizer (prototype) School/Facility: _____ Month:____ 20 **Attach Sanitizer Test** Sanitizer **Initials** Date Meal Concentration Strip Here if **Corrective Action** applicable B L В L L В L В L В В L В L L В L В L L В В L В L В L L В L В В L В L L В L В L В В L B L В L В L В L L В В L

- Complete this form prior to each meal service.
- 2. Use either hot water immersion sanitation (water temperature of 171°F) or chemical sanitation mixed at proper concentration, testing with appropriate test strip.
- 3. Record date, initials, final rinse temperature OR test strip.
- 4. If temperatures are outside the acceptable range or chemical test strips indicate improper concentration, indicate corrective action.

Temperature Standards:

- Wash temperature $110^{\circ}F$
- Rinse temperature 110°F

Chemical sanitizer at proper concentration

Damaged or Discarded Product Log

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

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

Important Terms:

Control Measure – Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measure determined to be essential for food safety are included in the flow charts.

Corrective Action – An activity that is taken by a person whenever a critical limit is not met.

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

Critical Limit – One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

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

Danger Zone – The temperature range between 41° F. and 135° F. that promotes rapid growth of pathogenic micro-organisms.

Exclude – To prevent a person from entering areas where food and equipment is stored and where food is prepared and served.

Hazardous 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.

Internal Temperature – The temperature of the internal portion of a food product.

Micro-organism – A form of life that can be seen only under microscope, including bacteria, viruses, yeast, and single-cell entities.

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

Pathogen – A micro-organism (bacteria, parasite, viruses, fungi) that causes diseases in humans.

Personal Hygiene – Individual cleanliness and habits.

Person-in-charge: the individual present at the food establishment who is responsible for the operation at the time of inspection.

Process Approach – A method of categorizing food operations into one of three categories described below.

Process 1: Food preparation with no cook step – ready-to-eat food is received, stored, prepared, held and served.

Process 2: Food preparation for same day service – food is received, stored, prepared, **cooked/re-heated** (**commercially processed food products**) held and served.

Process 3: Complex food preparation – food is received, stored, prepared, cooked/re-heated (commercially processed food products), **cooled, re-heated on another day**, held hot and served.

Ready-to-Eat Food – Food in an edible form not requiring washing, cooking, or additional preparation by the food service operation.

Recordkeeping – Documenting monitoring activities.

Restrict – To prevent a person from working with exposed food, clean utensils and equipment, clean linens, and unwrapped single-service items.

Standard Operating Procedure (SOP) - Written description of food safety practices. It includes monitoring, recordkeeping, and corrective action, when applicable.

Time/Temperature Control for Safety Food (TCS)– TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation. These foods include: An animal FOOD that is raw or heat-treated; a plant FOOD that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, and except as specified in Subparagraph (3) (d) of the Food and Drug Administration definition, a FOOD that because of the interaction of its A_w and PH values is designated as Product Assessment Required (PA).

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Quality Control:



03/21/2013

Dear Customer:

In response to your request, the following is a brief narrative overview of the topics and areas we feel are the most critical to our quality control and H.A.C.C.P. processes, Employee GMP Training, and an overview of OSHA regulatory compliance. Our department is always available for any additional details you may require.

Shamrock Foods Incoming Product Inspection Process and Procedures

At Shamrock we believe in product integrity. Product received into our facility is inspected upon arrival for temperature, damage and infestation by following the appropriate steps:

- All products are received on the appropriate dock according to temperature. We then take
 the temperature of the product at the back, middle and front of the trailer.
- 2) All temperature reading is recorded on the receiving document (*If the temperature readings are above or below the accepted standards for that item the receiver notifies the quality control specialist, dock supervisor and the buyer of the product. Together they will make the decision to accept or reject the product. At no time will Shamrock accept damaged product).
- 3) Product is then properly inspected for rodents and any other visible damage (* If at anytime any item, upon inspection, showing any signs of possible insect, rodent or other contamination, will not be received into the warehouse. All such items will be left on the carrier's vehicle and the sanitation specialist notified immediately.)
- 4) Finally, it is unloaded and stored in a timely manner.

Cryovac Meat Product

Cryovac meat products have the temperature noted without breaking the cryovac seal.

Flour and Grain Products

 All incoming flour and grain products are thoroughly inspected with a black light to ensure that there is no evidence of rodent contamination.

^{**}If at anytime there is any evidence of infestation or damage to a product the sanitation specialist, in conjunction with Shamrock management, will determine the final disposition of the product.

Shamrock Foods H.A.C.C.P. Program

- H- Hazard
- A- Analysis
- C- Critical
- C- Control
- P- Points

Shamrock Foods HACCP. program has three control points which are:

- Receiving
- Storing
- Shipping products

All Shamrock associates are properly trained in receiving, storing and loading of all products. Shamrock Sanitation associates have been properly trained in recording and monitoring temperatures throughout the Shamrock warehouse facility.

Temperature Monitoring Procedures:

- Dickson Charts are used to monitor warehouse temperatures 24 hours a day.
- The Dickson charts are changed on a weekly basis and calibrated every two weeks.
 - A Sanitation Associate checks each Dickson Chart four times daily at 7:00 am, 1:00 pm, 7:00 pm, and 1:00am.
 - The Sanitation Associate then records the temperatures on a "Temperature Check List".
 - After all temperatures have been recorded the "Temperature Check List" is then turned into the Operations Supervisor.
 - 4) The Compliance Coordinator then receives the "Temperature Check List" checks them to ensure that all associates are properly documenting, completing, noting deviations and following corrective action procedures.

^{**}All temperature documentation is audited twice, then filed properly and kept for a period of at least one year.

Audits for Shamrock Foods Warehouse Facility

Sanitation & Food Safety

Shamrock Foods is voluntarily audited by Silliker, Cook & Thurber, and other auditing companies. They come to our warehouse to inspect sanitation practices, documentation, food safety handling, employee practices and other food safety related procedures.

In addition to having auditing companies inspect our facility there are internal audits performed by the Compliance Manager and the Compliance Coordinator on a monthly basis. This helps to verify consistency in the warehouse, and allows us to make changes as needed.

OSHA Audits

- All associates are fully trained according to OSHA guidelines.
- All OSHA written programs are available for associates to review.
- We conduct monthly OSHA Safety Compliance audits. These are reviewed by the Risk Management Team, and Facility Maintenance Manager. Any issues found are corrected. We also conduct multiple annual compliance audits.
- All audits are documented and kept on file.
- We also have an extensive process for overall safety, and safety related issues.

Shamrock Foods Good Manufacturing Practices Training Good Manufacturing Practices (GMP) Guidelines for Personnel:

Disease Control:

Any employee with an open sore or wound will not be allowed to work until proper
measures have been taken to prevent any possible chance of product contamination. This
observation can be accessed by medical or supervisory evaluation. Prevention can be in the
form of covering the wound or excluding the employee from work. Any illness should be
reported to management.

Cleanliness:

- Protective wear such as gloves, safety glasses, bump caps, and or earplugs must be worn if 1. required for production.

 All employees must maintain a high degree of personnel hygiene.
- 2.
- 3.
- All uniforms must be clean and free of soil.

 All hands must be washed before entering the production area. Soap, hot water and disposable towels will be provided for hand cleansing. All hands will be washed prior to 4. leaving the restrooms.
- 5. Eating and drinking will not be allowed in the warehouse.
- 6.
- Tobacco is not permitted in the warehouse. Chewing gum is not allowed in the warehouse. 7.
- 8. Avoid stepping on product.
- Report all spills and damaged cases.
- 10. Please close all doors (dock or trailer) when not in use.

Good Manufacturing Practices (GMP) Training

- GMP Training is given to every associate in their new hire orientation packet.
- GMP Refresher Training is given to all associates annually.

Shamrock Foods Company Recall Procedures

ISOLATION OF RECALLED PRODUCTS IN OUR WAREHOUSES:

Based on the information we receive from our vendors or any other source, we are able to immediately isolate products affected.

NOTIFICATION TO OUR SALES FORCE:

We notify our sales force and customer service associates describing the problem and the products involved. Customer Service will promptly notify our customers who may have received affected product and advise them as to what action to take with the product.

NOTIFICATION TO OUR CUSTOMERS IN WRITING:

When necessary and appropriate to do so, we are able to generate a list of customers who may have received affected product. A letter is drafted, a computer mailing sticker list is generated, and envelopes which prominently display the statement "URGENT Product Recall – Attention Food Service Director" are used.

PRODUCT DISPOSTION AND CREDITS:

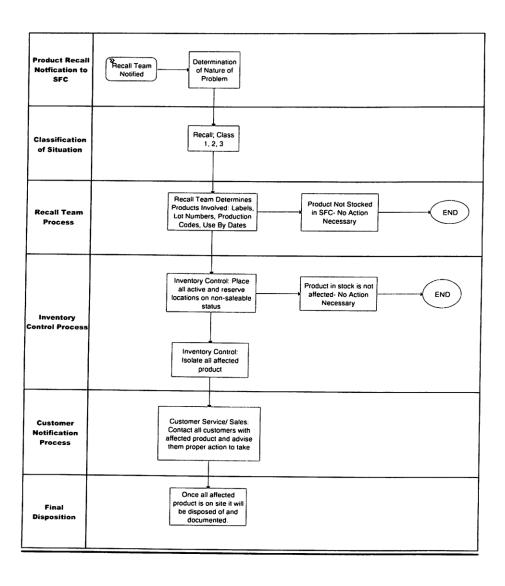
Our Customer Service representatives verify the amount of recalled product that each customer has returned or disposed of, and issues credit or pickup authorizations accordingly.

FDA/FSIS NOTIFICATION FORMAT Note: Notification to a regulatory agency will be done by Shamrock media representatives.

- 1. Product Involved
 - · Give product, Product code(s), labeling and packaging descriptions.
- 2. Product Code Dates
 - List all production code dates in full (include plant designation).
- 3. Estimated Amount on the Market
 - Total Produced
 - · Best estimate of product as yet unconsumed
 - Distribution information including area of country and identity of consignees
- 4. Reason for Recall
 - Describe precisely the reason for recall.
- 5. Injuries, Deaths
 - Furnish a statement, even if negative.
- 6. Recall Communications
 - Furnish a copy of recall communication issued to the trade or the proposed communication if none has yet been issued.
- 7. Proposed Recall Strategy
 - Contingent of FDA/FSIS classification.
- 8. Identify Responsible Firm Officials(s)
 - Furnish names and telephone numbers of this to be contracted the regarding recall.

ATTACHMENT 3

RECALL ACTION PLAN DIAGRAM



Disaster Recovery Plan:

Shamrock Foods Company has developed a detailed plan for Crisis Management and a Disaster Recovery Plan. This response is a high level overview. Shamrock Foods uses various information technologies and thus its protection of data and infrastructure in the event of disruptive situation will also be highlighted.

Information Services:

- Shamrock Foods employs dual feeds from utility company to assist in minimizing power disruption
- b. Shamrock Foods uses a combination of uninterruptible power supply and diesel generating systems to support critical system applications in the loss of electrical power
- Shamrock Foods uses a series of surge protectors to minimize the effect of power surges on delicate electronic equipment
- d. Shamrock Foods utilizes various fire prevention systems including alarms, fire extinguishers, fire suppressant systems and offsite 24 hour/ 7 days a week monitoring
- e. Shamrock Foods I.S. utilizes the most advance anti-virus software and other security measures to minimize any interruption
- f. Shamrock Foods has a designated Crisis Team for 24 hour/7day week coverage with remote access to support our systems
- g. Shamrock Foods has utilized mirror backup technology with multiple field of servers for quick failure response.
- h. Shamrock Foods has linked via Wide Area Network Optimization Technology in various Shamrock operating branches to support sister division with data and software systems to minimize business disruption
- Shamrock Foods creates disks on site and copied to offsite disk storage on a daily basis, with all the necessary data to ensure an uninterrupted flow of business.

2. Inventory:

Shamrock Foods Company stores multi-million dollar inventories in its distribution facilities located in Denver, Colorado; Albuquerque, New Mexico and Phoenix, Arizona. Shamrock utilizes common product numbers and can ship from other Distribution Centers to support our customers. Shamrock suppliers have product stored locally in Phoenix, regionally in California, Texas, New Mexico, Nevada and Utah. Shamrock is a member of IMA a buying group with independent distributors strategically located across the United Sates in which inventory can be accessed.

3. Readily Available Drinking Water:

Because Shamrock owns and operates a full dairy, we have available, custom distribution Grade A tankers designed to carry milk products. These vehicles would be available to transport fresh drinking water to the University if the water supply was tainted due to a significant local disaster. If a disaster of this magnitude occurs, the availability of fresh drinking water would be critical.

4. Human Plans:

Shamrock Foods Company has a designated Emergency Team staffed by key department personnel with emergency responsibilities. This team is staffed with two-way radio communications, satellite phones, and cell phones to respond to business interruptions or disaster.

Centralized communication, organizational charts and facility layout are a part of training and execution. Shamrock has business interruption hierarchy and escalation of communication in the event of emergency. Should Shamrock encounter a disaster involving associates in any division Shamrock can utilize other associates from non-effected divisions, sister companies with IMA and 3rd party contracted sources.

5. Facility:

Shamrock Foods Company's distribution Centers ability to ship product in a disaster, is the focus of the Facilities Crisis Team. This is an overview of the Crisis Management Plan.

a. Prevention:

- Training, review and testing emergency plans and response procedures including site evacuation plans.
- Inspecting work environment for potential business interruptions hazards and taking preventive action.
- Utilize industry disaster and crisis prevention and action training, information seminars and peer reviews.
- iv. Shamrock utilizes in-house security 24 hours/7 days on Distribution Centers. In addition associate picture security badges, visitor and associates designated facility entries and 3rd party monitoring of equipment and facilities.

b. Disaster Management:

- Identify and/or remove any threat to the safety of associates including structural evaluation. Activate emergency medical procedures for injuries.
- Identify and secure adequate source of power to operate key IS and operations processes.
- iii. Research and inspect food storage (especially perishable) including use of government agencies or 3rd parties to remove any threat of food safety.
- iv. Specific training on fire/smoke, floods, hazardous materials, ammonia systems, structural, natural gas line, toxic spill, fuel spill or hostile presence included in detailed plans and activation of 3rd party support.
- v. Assessment of Human Resources available to work in Distribution Center, Meat Plant, Transportation, Customer Service and IS Crisis Staff. Activate utilization of sister Distribution Center, Shamrock DC's or 3rd party for staffing gaps.

6. Pandemic Response:

"Pandemic" is often used to refer to the H5N1 "Bird Flu" virus, the H1N1 "Swine Flu" virus, or a weaponized smallpox virus. What most people are actually concerned about is a drastic reduction of the workforce. Specific to an actual pandemic, we will follow the direction of local, state and federal authorities, such as the CDC, and DHS. Current research indicates it is impossible to predict what will happen concerning a virus outbreak of this type. Other sections of the detailed plan address challenges related to an actual pandemic such as; Red Cross liaison, Human Resources, Grief counseling, Crisis Hotline and other areas that would be affected. Shamrock Foods will make every reasonable effort to ship food during a crisis to our critical customers including utilizing experienced foodservice staff from IMA sister companies

Shamrock Foods Company- Arizona Foods Division Allergen Policy/Procedure

The FDA identifies the following allergens as comprising the top 90% most common allergens:

- Milk
- Eggs
- Fish
- Wheat
- Legumes (Peanuts, Soy Beans)
- Tree Nuts
- · Crustacea (Lobster, Shrimp, Crab)
- Mullusks (snails, mussels, octopi, oysters, clams)
- Sulfites

As a distribution center and not a processor, the chances of allergen contamination occurring at our facility are extremely low. The biggest potential cause of an allergen contamination would be a spill causing cross contamination.

Therefore we have identified the following allergens as most likely to be involved in an allergen contamination event:

1. Legumes

While the most obvious contamination would seem to be peanuts, peanut butter, etc... We must also be sure to identify other legume containing substances, such as Peanut oil soy bean oil etc....

2. Tree nuts

• Including but not limited to: Walnuts, pecans, cashews, hazel nuts etc.....

3. Wheat

If there is a spill or potential reason to believe an allergen contamination may have occurred, the following steps will be taken:

- If you are unsure whether or not it is an allergen related event contact any one of the following for assistance:
 - John Colligan
 - Erika Flores
 - Don Bates
 - Karen Garzon
- 2. Report Condition to area supervisor.
- Sanitation and Returns/Recoup team will be notified.
- A recoup associate or area supervisor will make the determination as to whether an allergen contamination has occurred.
- If it is determined that the product may potentially have been contaminated with an allergen all suspect product will be dumped and removed from inventory.
- 6. Allergen contaminated product will not be sold for salvage.
- Allergen contaminated areas will be detailed cleaned by the sanitation team prior to the storing of uncontaminated product.



Food Defense- Security Outline

Purpose

This document outlines Shamrock Foods Company plan to address interior and exterior security. This includes receiving, staging, storage security and shipping security.

All of Shamrock Foods Company's Food defense procedures are incorporated in various SOPs and Programs.

- Monthly Self Inspection SOP
- Panic Alarm Program
- Facility Visitor Security and Safety Program (Government valid Picture I.D. Required)
- Security and Safety Practices (FDA Bioterrorism Act)
- Applicant Tracking
- Contractor/ Vendor Packet
- Ops and Purchasing Teams incident escalation
- Compliance Team
- Security and Safety Risk Assessment
- MSDS Procedure
- Inbound Product Seal Check SOP
- Inbound SOP
- Outbound SOP
- Receiving and Storage, Shipping, and Delivery Procedures
- Transportation Dock Procedures

All of these can be reviewed by third parties in the Compliance Manual which resides in the Operations Development Leaders Office.

The manual shall reside in the locked office of the Operations Development Leader. The Copies are maintained singularly.

Distribution of Food and Related Supplies (cont'd)

Place after Tab 4b

4.0 Supplementary Information (cont'd)

ASPIN/Mohave awarded 26 contracts to USDA Foods processors under RFP 120-0104 for Manufacturer's Pricing for Processing of USDA Foods for NOI, MFFS and Rebate for "pricing only" for the 13/14 school year. ASPIN/Mohave will pursue use of "net-off invoice" for its Members. Demand and significant usage from ASPIN Members will dictate stocking requests made to the awarded distributor(s). The percentage per case delivery fee by category shall apply to all NOI, and MFFS "Net" product price not the "Commercial" price. For USDA Foods that are on Rebate, the percentage per case delivery fee will be based on the Commercial price.

A list of the awarded processors and pricing for NOI, MFFS and Rebate will be provided to the awarded distributor(s) upon award.

Provide your firm's internal process for transactions for NOI/MFFS/Rebate transactions for the Pass Through Value of USDA Processed Foods for accuracy and transparency. List what tools are available to verify transactions.

Provide a list of USDA Foods processors your firm currently provide distribution services in the State of Arizona. List below:

Asian Food Solutions	Sunny Fresh / Cargill
Advance Pierre	Tasty Brands
Basic American	Tyson
Bosco .	
Conagra / Gilardi	
Conagra / Lamb Weston	
ES Foods	
Gold Kist / Pilgrims Pride	
Highliner	
Idahoan	
Integrated	
Jennie O	
JTM	
Land O' Lakes	
McCain	
MCI / Los Cabos	E- Rebate
Michael Foods	Ardella's
Red Gold	Buena Vista
Rich's Products	Fresh Innovations
Simplot	Schwan's

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