ALEDO ISD NUTRITION DEPARTMENT

HACCP-BASED FOOD SAFETY PROGRAM EMPLOYEE HANDBOOK

ALEDO ISD
NUTRITION DEPARTMENT
FOOD SAFETY PROGRAM

IMPLEMENTATION OF FOOD SAFETY PROGRAM

Aledo ISD Nutrition Department has submitted documentation to Texas Department of Agriculture to support a Food Safety Program (FSP) that complies with HACCP principles and indicates that implementation will be no later than the end of the 2005-2006 school year.

The Aledo ISD Nutrition Department Food Safety Program includes a written plan for each individual school in the school district and is based on HACCP principles. Three main points were essential to developing this program: sanitation, temperature control, and Standard Operating Procedures (SOPs). The AISD Nutrition Department Food Safety Program includes documented SOPs and a written plan at each school food preparation and service site. The plan provides for: documenting menu items in the appropriate HACCP process category; documenting critical control points of food production; monitoring; establishing and documenting corrective actions; recordkeeping; and reviewing and revising the overall Food Safety Program periodically. The US Department of Agriculture's (USDA) Food and Nutrition Service *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles – June 2005* provides detailed guidance and requirements.

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DEVELOPMENT OF FOOD SAFETY PROGRAM

1) FSP includes a process for preventing food-borne illness:
   See SOPs – included
   See Food Safety Checklist – included
   See Food Safety Logs – included

2) FSP includes a plan for ensuring a clean and sanitary foodservice facility:
   See SOPs – included
   See Food Safety Checklist – included
   See Food Safety Logs – included

3) FSP includes an employee personal hygiene plan:
   See SOPs – included
   See Food Safety Checklist – included
   See Aledo ISD Nutrition Department Employee Handbook – included

4) FSP includes documented Standard Operating Procedures (SOPs):
   See SOPs – included

5) FSP includes a written plan for applying the seven HACCP principles:
   See SOPs – included
   See Food Safety Checklist – included
   See Food Safety Logs – included
   See Summary of Corrective Actions – included

6) FSP identifies and documents in writing all menu items according to the process approach to HACCP:
   See Food Process Worksheet or recipes in NutriKids

7) FSP identifies and documents monitoring procedures:
   See Program Overview – included
   See Summary Table for Monitoring and Reviewing HACCP-Based SOP Record - included

8) FSP establishes a written corrective action plan whenever procedures are not followed:
   See Program Overview – included

9) FSP allows for the review and revision of the food safety program periodically:
   See Program Overview – included
   See Summary Table for Monitoring and Reviewing HACCP-Based SOP Record - included

10) FSP includes daily, weekly and monthly duties on a food safety checklist:

See Food Safety Checklist and Food Safety Employee Completion Sheet – included
See Food Safety Logs – included

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DEVELOPMENT OF FOOD SAFETY PROGRAM (CONT)

11) FSP contains the proper kitchen equipment to ensure food safety and determine temperatures:
    See Campus Profile for each school - included

12) FSP outlines and documents the training of all employees that are part of the FSP:
    See Program Overview – included
    See Employee Records Checklist – included
    See Employee Training Record - included

13) FSP identifies and documents control measures:
    See SOPs – included
    See Food Safety Checklist – included
    See Food Safety Logs – included
    See Summary of Corrective Actions – included

14) FSP establishes record-keeping requirements.
    See Program Overview

ALEDO ISD
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HACCP-BASED
FOOD SAFETY PROGRAM
HANDBOOK

I. Introduction

The Child Nutrition and WIC Reauthorization Act of 2004 requires all school food authorities (SFA) to implement a Food Safety Program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA).

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of food borne hazards by focusing on each step of the food preparation process—from receiving to service. USDA recommends that FSAs use the Process Approach to HACCP because it gives them flexibility to create a program suitable for a variety of situations. The Process Approach, originally developed by the Food and Drug Administration for retail food establishments, categorizes food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone. This guidance presents a modified version of the Process Approach to make it practical for school foodservice operations.

The Centers for Disease Control and Prevention (CDC) estimates that approximately 76 million cases of foodborne illness occur each year in the United States.
Foodborne illness is considered a major public health problem. For certain highly susceptible groups, such as seniors, young children, pregnant women, and the immune-compromised, foodborne illnesses can be fatal. In fact, the CDC estimates that there are 325,000 hospitalizations and 5,000 deaths related to foodborne illnesses each year. However, for most people, a foodborne illness results in discomfort lasting several days or longer.
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II. Overview

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

Key points:
Three main points are essential to developing this program: sanitation, temperature control, and Standard Operating Procedures (SOPs).

1. Be sure that all food prep areas are clean and sanitary, such as workers' hands, utensils, and food contact surfaces. Avoid cross contamination.
2. Temperature control means keeping cold foods cold and hot foods hot. Cook to proper temperatures and hold at proper temperatures, and be sure to record those temperatures. A basic, properly calibrated food thermometer (digital or dial) is all you need to check for proper temperatures.
3. SOPs can be used both for sanitation and to verify that proper temperatures are being observed, as well as other aspects of a foodservice operation.

New Terms:
You will need to learn some new terms to fully understand a HACCP-Based Food Safety Program. Words such as hazard analysis, control measures, critical control points, critical limits, Process Approach, and SOP are defined in the glossary at the back of this guidance and are discussed in the text. Here is a quick look at their definitions:

Hazard analysis: review of your food service operation to find areas where food safety problems might occur.
Control Measures: steps you take to reduce the likelihood of food contamination
Critical control points: points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety
Critical limits: the time and temperature ranges for food preparation and service (either cold or hot) that keeps food safe.
Process Approach: a method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature "danger zone", which is between 41 and 135 degrees F (per amendment to the 2001 FDA Food Code issued in August 2003).
Standard Operating Procedure (SOP): written instructions for a food service task that reduces food safety hazards.

III. Purpose of a School Food Safety Program

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

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

A school food safety program should control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles. This guidance presents HACCP principles adapted to help SFAs develop an overall school food safety program for their jurisdiction and HACCP-based food safety plans tailored specifically for each school foodservice site within their jurisdiction.

IV. Requirements of a School Food Safety Program

The SFA is responsible for developing a comprehensive food safety program for their jurisdiction, including a plan for every school food preparation and service site. A school food safety program must include the following elements:

1. Documented SOPs

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

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

Each of these required elements is explained in more detail in Section V.

V. Developing a School Food Safety Program

Before developing your food safety program you should review the foodservice operations within your SFA and describe the facility, functions, and standard procedures for each. Some basic information to consider when doing this initial review includes:

- Types of facilities in your SFA
- Existing SOPs
- Number and type of employees at each site
- Types of equipment
- Processes for food preparation
- Menu items

After describing the operations in your jurisdiction, the following steps will help you develop your food safety program.

1. **Develop, document in writing, and implement SOPs.**
2. **Identify and document in writing all menu items according to the Process Approach to HACCP.**
3. **Identify and document control measures and critical limits.**
4. **Establish monitoring procedures.**
5. **Establish corrective actions.**
6. **Keep records.**
7. **Review and revise your overall food safety program periodically.**

Step 1: Develop, document, and implement SOPs.

SOPs lay a strong foundation for your overall school food safety program. SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food ('nonspecific' hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures. Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover. Adherence to SOPs allows food service managers and employees to effectively control and prevent hazards.

SFAs may already have SOPs developed and in place. If not, USDA is developing a series of SOPs applicable to school food service establishments. The final versions of these SOPs will be posted on the National Food Service Management Institute's (NFSMI) website (www.nfsmi.org). NFSMI will also be conducting training sessions subsequent to the release of these documents on customizing these generic SOPs to fit your specific operations.

The main categories of SOPs with some example topics for school food service are listed below.

General safety considerations

- Prohibit bare hand contact with ready-to-eat (RTE) foods.
- Store chemicals away from food and food-related supplies.

Personnel

- Require hand washing after restroom use, sneezing, coughing, or after performing any cleaning activity.
- Develop a policy for restricting or excluding ill employees from food production or preparation areas.

Product procurement

- Follow recommendations for selecting vendors such as those found in State distributing agency vendor certification procedures.
- Develop buyer product specifications.

Receiving

- Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
- Put perishable foods into the refrigerator or freezer immediately.

Storing

- Store all food and paper supplies 6 to 8 inches off the floor.
- Label all food with name of the school and delivery date.

Transporting

- Preheat transfer carts prior to use.
- Limit transport travel time to a maximum of 2 hours.

Holding

- Keep hot foods hot (above 135 ºF) and cold foods cold (below 41 ºF).

Preparation

- Do not keep food in the “danger zone” (between 41 ºF and 135 ºF) for more than 4 hours.
- Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods should be prohibited.)

Cleaning/sanitizing

- Use clean water, free of grease and food particles.
- Keep wiping cloths in sanitizing solution while cleaning.

Cooking and documenting temperatures

- Record all temperatures when they are taken.
- Use only a clean and sanitized thermometer when taking internal temperatures of foods.

Cooling

- Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
- Keep cold foods cold by pre-chilling ingredients for salads.

Reheating

- Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
- Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods. Use hot- holding equipment only to maintain temperature and not for rapidly heating food.

Step 2: Identify and document in writing all menu items according to the Process Approach to HACCP.

The Process Approach to HACCP is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu item makes a complete trip through the temperature danger zone. The way food is prepared at each site determines into which of the three food preparation processes it will fall. Temperature, if not controlled properly during food preparation and service, can contribute to a higher risk of food borne illness. Therefore, it is critical to manage the temperature of food. In order to protect foods from potential hazards, it is important to keep hot foods hot and cold foods cold. It is most important to **keep food out of the temperature danger zone** (41ºF - 135º F).

The danger zone temperatures used in this guidance are from the *2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code)*. The temperatures in your State may be different so this guidance should be adapted as necessary to include State and local public health department code requirements and school food authority policies and procedures.

To assign menu items to one of the three processes, consider the processes and procedures used to prepare the food in each of your school district's facilities. Determine whether menu items have no cook step involved, undergo a cook step for same day service, or receive additional cooling and reheating following a cook step. This will enable you to place each menu item into the appropriate process. Identify the number of times each menu item goes up (heating) or comes down (cooling) through the **danger zone** (41ºF - 135º F) and classify items into the following food preparation processes:

Process #1 – No Cook

The menu item does not go completely through the danger zone in either direction.

Process #2 – Same Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

Process #3 – Complex Food Preparation
The menu item goes through both heating and cooling, taking two or more complete trips through the danger zone.

You should document the appropriate process for each menu item. This can be done in a variety of ways, including writing the process number directly on the recipe, or developing a list of menu items in each of the processes.

In some cases the menu item may not appear to fit into any of the processes. However, these types of items should still be handled and prepared properly. Salad bar items, such as fresh fruits and vegetables cut and ready-to-eat on a salad bar or served whole**,** should be treated as Process 1 items and kept cold. The goal is to control hazards associated with Process 1 and to prevent further contamination by ensuring good hygienic practices are followed by food employees. Keep in mind that for fresh fruits and vegetables, this includes no bare hand contact on ready-to-eat foods. SOPs to address fresh fruits and vegetables should be included in your food safety plan. Guidance on receiving, storage, and preparation of whole fruits and vegetables and salad bar items can be found in *Fruits & Vegetables Galore,* U.S. Department of Agriculture, Food and Nutrition Service, 2004. It can be accessed at http://www.fns.usda.gov/tn/Resources/fv_galore.html.

It is especially important to consider all the steps taken when a menu item is prepared at one site and served at another in order to be aware of potential hazards and control for them. A combination of central and satellite kitchens is found in many school districts. In these situations, the SFA must identify and categorize the appropriate overall food preparation process for menu items and also must develop a plan for each site involved in the preparation and service of the item to clarify the responsibilities for each site.

For example, a central kitchen cooks Broccoli, Cheese and Rice Casserole (a Process #2 menu item) and transports it hot to a satellite kitchen for service on the same day. The central kitchen has the responsibility for following the recipe and adhering to all applicable control points and SOPs. The satellite kitchen has the responsibility for the control points specific to the site, for example checking the temperature of the food upon

arrival and keeping the food at a safe temperature until service. Both must adhere to all applicable SOPs.

In addition to initial food preparation, some foodservice operations make use of leftovers. If your State or local authority has allowed for the use of leftovers, a procedure for handling leftovers should be implemented. Generally, leftovers will fall into Process #3 as they have most likely been cooked and cooled prior to being stored and used again. A sample of a procedure for handling leftovers can be found in Appendix II.

Step 3: Identify and document control measures and critical limits.

Control measures are any means taken to prevent, eliminate, or reduce hazards. Collectively, control measures include SOPs as well as the Critical Control Points (CCPs) and the corresponding critical limits established in each of the three processes.

Once you identify the appropriate process for each menu item, determine what control measures are needed to prevent the introduction of hazards at each stage of food preparation from receiving to service. Decide which of the control measures are absolutely essential to ensuring safe food.

<u>Identifying CCPs and Implementing Essential Control Measures in the Process Approach</u>
The control measures that are absolutely essential must be applied at key points, known as CCPs, during the food preparation process to control specific hazards (physical, chemical, or biological). A CCP is a key point where a step can be taken to prevent, eliminate, or reduce a food safety hazard to an acceptable level. Loss of control at this point may result in an unacceptable health risk. You will find that despite the different specific hazards, the control measures used to prevent, eliminate, or reduce hazards in all menu items under each of the three processes are similar.

The following are CCPs, related to each food preparation process:

For Process #1 – No Cook:

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

For Process #2 – Same Day Service:

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

For Process #3 – Complex Food Preparation:

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

CCPs and Corresponding Critical Limits

Each CCP includes boundaries that define safety. These boundaries or critical limits are the time and/or temperatures that must be achieved or maintained to control a food safety hazard. When critical limits are not met, the food may not be safe. The *2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code)* provides critical limits designed to prevent, eliminate, or reduce hazards in food. For example, when cooking chicken, the *Food Cod*e sets the critical limit at 165 ºF for 15 seconds. Critical limits (time/temperature) are measurable and observable.

The following graphic demonstrates minimum temperatures and holding times (critical limits) for some common food service menu items.

Temperature Rules! Cooking for Food Service

Hold at specified temperature or above for 15 seconds unless otherwise stated

Hold all hot food at 135 °F or above after cooking

Minimum Temperatures and Holding Times

165 °F (74 °C) 15 seconds

- Poultry—chicken, turkey, duck, goose—whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Food, covered, cooked in microwave oven (hold covered **2 minutes** after removal)
- Leftovers (to reheat)

155 °F (68 °C) 15 seconds

- Hamburger, meatloaf and other ground meats, injected meats, ground fish*
- Fresh shell eggs—cooked and held for service (such as, scrambled)*

145 °F (63 °C) 15 seconds

- Beef, corned beef, pork, ham—roasts (hold **4 minutes**)*
- Beef—intact steaks (surfaces)
- Lamb, veal, pork—steaks or chops
- Fish, shellfish
- Fresh shell eggs—broken, cooked and served immediately

135 °F (57 °C) Reheat for hot holding

- Ready-to-eat, commercially processed—ham, other roasts

*For alternative times and temperatures, see the **FDA Food Code 2005** **http://vm.cfsan.fda.gov/~dms/foodcode.html**

Food Safety and Inspection Service, USDA

USDA Meat and Poultry Hotline
1-888-MPHotline

FDA Food Information Line
1-888-SAFE FOOD

USDA

U.S. Department of Agriculture
Food Safety and Inspection Service
www.fsis.usda.gov/thermy

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Documenting CCPs and Critical Limits:

You must document in writing the CCPs and critical limits for each Process Approach category in your food safety program and in each site plan. Each of the three processes in the Process Approach has specific CCPs, such as, cooking, cooling, hot holding, cold holding, and reheating. The CCPs for each of the processes will remain the same regardless of the menu item. However, the critical limits will vary depending upon the menu item and the recipe used to prepare each item. Critical limits for cooking, hot holding, and reheating are demonstrated by the Thermy graphic on page 15 of this guidance. Critical limits for cooling can be found in the Cooling Potentially Hazardous Foods SOP on page 33 of this guidance in Appendix I. The graphics on pages 20 – 22 of this guidance provide examples of menu items for each process with general control measures, CCPs, and critical limits. Also, see Appendix III for a sample school food safety program that includes documentation of control measures.

USDA's *Quantity Recipes for School Food Service* was recently revised to include CCPs and critical limits and is an excellent resource when preparing food by recipe. These recipes are available through the National Food Service Management Institute's website at http://www.nfsmi.org/Information/school_recipe_index_alpha.html. Having the recipes on file and following the recipes exactly will fulfill the requirement for documenting CCPs and critical limits within the Process Approach specifically for these recipes.

Although CCPs are identified in each of the USDA recipes, it is important for you to consider the complete process used at each school/site. Considering the complete process will help determine the need for CCPs when modifying recipes and in the absence of recipes. For instance, a particular school may cool leftover chicken, although cooling may not be identified as an operational step in the recipe. Therefore, a CCP must be determined and documented for the cooling step.

Using SOPs to Complement the Process Approach by Bridging Gaps

SOPs are also control measures and should not be forgotten when using the Process Approach. In addition to the established CCPs for each of the three processes, applicable SOPs should be followed for the preparation and service of all menu items. As mentioned earlier in this guidance, SOPs serve as general control measures for nonspecific hazards. Therefore, SOPs complement the Process Approach by providing a general safety net. Whereas, the CCPs determined for each of the three processes safeguard against specific hazards.

USDA is developing SOPs for use in the preparation of food in schools. These SOPs include critical limits, as well as monitoring, corrective action, verification, and recordkeeping procedures. The final versions will be posted on the NFSMI website. By accessing the NFSMI website (www.nfsmi.org), you will be able to customize these SOPs to best suit your particular operation.

Step 4: Establish monitoring procedures.

Monitoring is an important step for an effective food safety program. Control measures, including CCPs and SOPs, must be monitored, controlled, and documented in writing. Monitoring involves making direct observations or taking measurements to see that the food safety program is being followed. For example, the CCPs are managed by adhering to the established critical limits. Monitoring will identify when there is a loss of control so that corrective action can be taken.

In establishing your monitoring procedures, consider the following questions:

- How will you monitor CCPs and SOPs?
- When and how often will you monitor?
- Who will be responsible for monitoring?

What you are going to monitor depends on the critical limits associated with each CCP for a menu item. Final temperature and time measurements are very important, and you should determine how you will effectively monitor the critical limits for them.

Determining the appropriate means for monitoring is an important factor. If equipment is selected to monitor a specific CCP, you should ensure that it is accurate. The equipment you choose should also be appropriate for the monitoring function.

When deciding how often you will monitor, you should ensure that the monitoring interval will be reliable enough to ensure hazards are being controlled. Your procedure for monitoring should be simple and easy to follow.

Individuals chosen to be responsible for a monitoring activity may be a manager, line supervisor, or other reliable employee. Employees should be given the training and equipment necessary to properly perform the monitoring activities.

Monitoring examples:

The CCP for cold foods is cold holding. The critical limit is holding at 41 ºF or below. Therefore, the temperature of the refrigerator must be recorded on a refrigeration temperature monitoring chart at least three times daily to make sure the temperature is 41 ºF or below.

A CCP for chicken is cooking. The critical limit is cooking at 165 ºF for 15 seconds. Therefore, the internal temperature of the chicken must be monitored and recorded to make sure it is at or above 165 ºF for 15 seconds.

Step 5: Establish corrective actions.

Whenever a critical limit is not met, a corrective action must be carried out immediately. A corrective action may be simply continuing to heat food to the required temperature. Other corrective actions may be more complicated, such as rejecting food items that were not delivered at the right temperature, or discarding food that has been held without temperature control too long.

Your food safety program must include corrective actions. Employees must know what these corrective actions are, and be trained in making the right decisions. This preventive approach is the heart of HACCP. Problems will arise, but you need to find them and correct them before they cause illness or injury. It is also important to document corrective actions when they are taken.

Corrective action examples:

SOP:
If the temperature in the refrigerator is above 41 ºF, then the equipment must be checked to see if it is working properly. Also, the thermometer that is used to record the temperature must be calibrated regularly and checked to see if it is working properly.

CCP:
When cooking raw poultry, corrective action must be taken if the internal temperature does not reach 165 ºF for 15 seconds at the end of the designated cooking period. The corrective action would be to continue cooking the chicken until the internal temperature reaches 165 ºF for at least 15 seconds.

Corrective actions should be determined for all SOPs and CCPs. A list of appropriate corrective actions must be included in your school food safety program. See Appendices I and III for sample SOPs and a sample school food safety program. Both, the appendices and the sample program, include corrective actions.

Step 6: Keep records.

There are certain written records or kinds of documentation that are needed to verify that the food safety program is working. These records will normally involve the food safety plan and any monitoring, corrective action, or calibration records produced in the operation of the food safety program based on HACCP principles. Recordkeeping also provides a basis for periodic reviews of the overall food safety program. In the event your operation is implicated in a food borne illness, documentation of activities related to monitoring and corrective actions can provide proof that reasonable care was exercised in the operation of your facility.

Maintain records of cooking, cooling, and reheating temperatures and other CCPs in the food preparation process. Keep documentation as simple as possible to make recordkeeping easy for employees. You do not necessarily need to develop new records. For example, you may use existing paperwork such as delivery invoices for documenting product temperature when receiving food items. Employees are an important source for developing simple and effective recordkeeping procedures.

Determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them.

Some of the types of records that should be maintained include:

- Records documenting the SOPs
- Time and temperature monitoring records
- Corrective action records
- Verification or review records
- Calibration records
- Training logs
- Receiving logs

The clipboard icons in the following visual shows a recordkeeping duty for CCPs and SOPs for sample menu items in each of the processes.

Process 1: NO COOK

Example: Fruit Salad

RECEIVE
Control Measures: Known Source, Receiving Temperatures

STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination,
Store away from chemicals

PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross
Contamination

CCP: COLD HOLDING
Critical Limit: Hold at 41°F or Below.*
Check and record temperatures.

SERVE
Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal
Hygiene, Restrict Ill Employees

Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Process 2: SAME DAY SERVICE

Example: Baked Chicken

RECEIVE
Control Measures: Known Source, Receiving Temperatures

STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals

PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination

CCP: COOK
Critical Limit: Internal Temperature of 165°F for 15 seconds.*
Check and record temperatures.

CCP: HOT HOLD
Critical Limit: Hold at no less than 135°F.*
Check and record temperatures.

SERVE
Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal Hygiene, Restrict Ill Employees

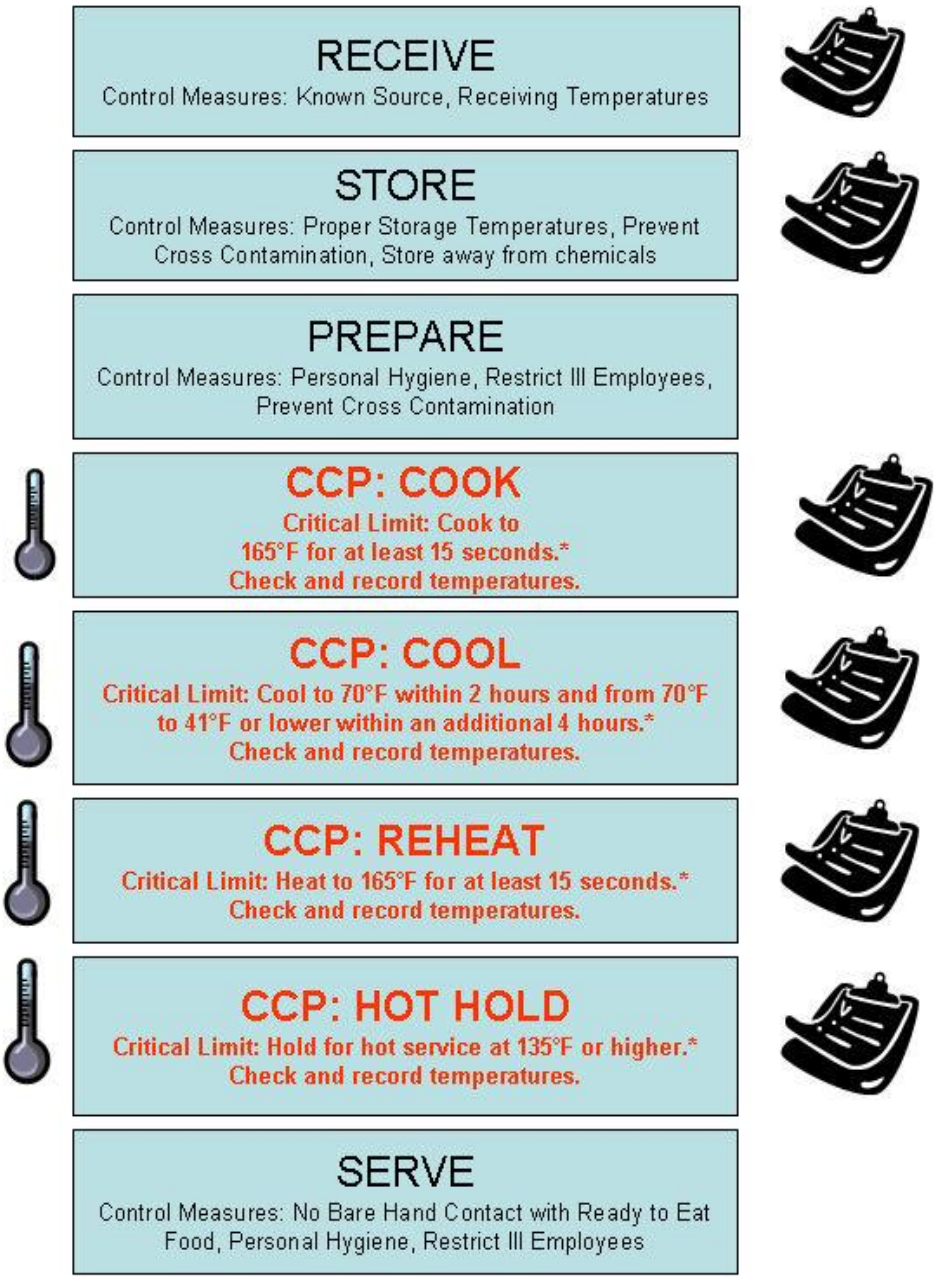
Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Process 3: Complex Food Preparation

Example: Beef and Bean Tamale Pie



Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Step 7: Review and revise your overall food safety program periodically.

There should be an ongoing as well as a periodic review of the activities described in your food safety program. This step ensures that the food safety program is operating according to what is specified in each school's plan. Designated individuals such as the manager should periodically make observations of employees' monitoring activities, calibrate equipment and temperature measuring devices, review records/actions, and discuss procedures with employees. All of these activities should take place regularly to verify that the program is addressing the food safety concerns and, if not, checking to see if it needs to be modified or improved.

Review and revise your food safety program at least annually or as often as necessary to reflect any changes in your facility. These may include new equipment, new menu items, reports of illness or comments on health inspections, or other factors that indicate how well your food safety program is working. Determine who will review the current plan, when it will be done, and how it will be documented.

VI. Other Factors in the Success of your Food Safety Program

The success of a food safety program is dependent upon facilities, equipment, and people. The facilities and equipment should be selected or designed to promote safe food preparation and handling practices by employees. Review your facilities and correct or modify barriers to safe food preparation. For example, faulty or outdated plumbing or lack of appropriate thermometers could be a barrier to safe food production.

Managers and employees need to be properly trained to successfully reduce the occurrence of food borne risk factors. A food safety program is effective when each employee knows his/her role and is committed to making it work. Also consider obstacles such as high employee turnover or communication barriers when designing and implementing a food safety program.

The following practices contribute to a successful food safety program:

- Providing on-going food safety training for all employees.
- Reviewing food safety principles, including SOP guidelines, for all employees on an annual basis.
- Requiring new employees, including substitutes and volunteers, to complete initial food safety training before handling food.
- Maintaining training and attendance records on all employees at each facility.
- Holding facility managers responsible for maintaining employee training standards.

GLOSSARY

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

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

CCP: Critical Control Point.

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

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

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

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

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

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

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

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

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

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

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

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

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

HACCP: Hazard Analysis and Critical Control Point.

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

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

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

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

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

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

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

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

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

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

PERSONAL HYGIENE: Individual cleanliness and habits.

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

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

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

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

- Process 1: Food preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: Food preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or
- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and served.

RECORD: A documentation of monitoring observations and verification activities.

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

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

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

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

*** SFA**: School Food Authority

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

SOP: Standard Operating Procedure.

STANDARD OPERATING PROCEDURE (SOP): A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

TEMPERATURE MEASURING DEVICE: A thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

ALEDO ISD
NUTRITION
DEPARTMENT

HACCP-BASED
FOOD SAFETY PROGRAM
EMPLOYEE
HANDBOOK

AT THIS POINT, THE EMPLOYEE HANDBOOK WILL CONTAIN:

- **SOPs**
- **SUMMARY OF CORRECTIVE ACTIONS**

PLEASE REFER TO THOSE SECTIONS WHICH ARE PREVIOUSLY INCLUDED IN THE FSP HANDBOOK.

ALEDO ISD NUTRITION DEPARTMENT
Cleaning and Sanitizing Food Contact Surfaces

PURPOSE: To prevent food borne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

SCOPE: This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If State or local requirements are based on the *2001 FDA Food Code*, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   - Before each use
   - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
   - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   - Wash surface with detergent solution.
   - Rinse surface with clean water and/or sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   - Place wet items in a manner to allow air-drying.

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The University of Mississippi

Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

6. If a 3-compartment sink is used, setup and use the sink in the following manner:
    - In the first compartment, wash with a clean detergent solution at or above 110° F or at the temperature specified by the detergent manufacturer.
    - In the second compartment, rinse with clean water.
    - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171° F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
7. If a dish machine is used:
    - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
    - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
    - Follow manufacturer's instructions for use.
    - Ensure that food contact surfaces reach a surface temperature of 160° F or above if using hot water to sanitize.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
    - Visually monitor that the water in each compartment is clean.
    - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
    - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
    - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

Cleaning and Sanitizing Food Contact Surfaces, continued

MONITORING, continued:

3. In a dish machine, on a daily basis:
    - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
    - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
    - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small-ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
    - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
    - Drain and refill compartments periodically and as needed to keep the water clean.
    - Adjust the water temperature by adding hot water until the desired temperature is reached.
    - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
    - Drain and refill the machine periodically and as needed to keep the water clean.
    - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
    - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
    - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine.

Cleaning and Sanitizing Food Contact Surfaces, continued

CORRECTIVE ACTION, continued:

Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Controlling Time and Temperature During Preparation

PURPOSE: To prevent food borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to foodservice employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
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.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 40º F or below before combining with other ingredients.
7. Prepare foods as close to serving times, as the menu will allow.
8. Prepare food in small batches.
9. 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. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

Controlling Time and Temperature During Preparation, continued

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Cooking Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all foods are cooked to the appropriate internal temperature.

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

KEY WORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:
    a. 145º F for 15 seconds
        - Seafood, beef, and pork
        - Eggs cooked to order that are placed onto a plate and immediately served

    b. 155º F for 15 seconds
        - Ground products containing beef, pork, or fish
        - Fish nuggets or sticks
        - Eggs held on a steam table
        - Cubed or Salisbury steaks

    c. 165º F for 15 seconds
        - Poultry
        - Stuffed fish, pork, or beef
        - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

    d. 140º F for 15 seconds
        - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Cooking Potentially Hazardous Foods, continued

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.
Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Cooling Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all potentially hazardous foods are cooled properly.

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

KEY WORDS: Cross-Contamination, Temperatures, Cooling, Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
   - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
   - Use a quick-chill unit such as a blast chiller.
   - Stir the food in a container placed in an ice water bath.
   - Add ice as an ingredient.
   - Separate food into smaller or thinner portions.
   - Pre-chill ingredients and containers used for making bulk items such as salads.
6. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked, hot food from:
   - 135º F to 70º F within 2 hours. Take corrective action immediately if food is not chilled from 135º F to 70º F within 2 hours.
   - 70º F to 41º F or below in remaining time. The total cooling process from 135º F to 41º F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135º F to 41º F within the 6-hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70º F to 41º F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70º F to 41º F within 4 hours. Must be 70º before placing food in the refrigerator.

Cooling Potentially Hazardous Foods, continued

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165º F for 15 seconds and start the cooling process again using a different cooling method when the food is:
   - Above 70º F and 2 hours or less into the cooling process; and
   - Above 41º F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
   - Above 70º F and more than 2 hours into the cooling process; or
   - Above 41º F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41º F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41º F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Date Marking Ready-to-Eat, Potentially Hazardous Food

PURPOSE: To ensure appropriate rotation of ready-to-eat food to prevent or reduce food borne illness from *Listeria monocytogenes.*

SCOPE: This procedure applies to foodservice employees who prepare, store, or serve food.

KEY WORDS: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
   - Labeling food with a calendar date, such as "cut cantaloupe, 5/26/05, 8:00 a.m.,"
   - Identifying the day of the week, such as "cut cantaloupe, Monday, 8:00 a.m.," or
   - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."
2. Follow State or local health department requirements.
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 41 ºF or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
8. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
   - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna, Cooked, 8/1/05."
   - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen, 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.

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

INSTRUCTIONS, continued:

- On Tuesday 8/16/05 the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

9. Label and refrigerate a sample tray from each day's menu. Keep sample tray for one (1) week then discard.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Handling a Food Recall

PURPOSE: To prevent food borne illness in the event of a product recall.

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
   - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
   - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district's public relations coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and foodservice manager will visually observe that school sites have segregated and secured all recalled products.

Handling a Food Recall, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
    - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall.
    - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
    - Complete and maintain all required documentation related to the recall including:
        - Recall notice
        - Records of how food product was returned or destroyed
        - Reimbursable costs
        - Public notice and media communications
        - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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

ALEDO ISD NUTRITION DEPARTMENT
Holding Hot and Cold Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

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

KEY WORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
   - Hold hot foods at 140º F or above
   - Hold cold foods at 40º F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
   - Verify that the air/water temperature of any unit is at 140º F or above before use.
   - Reheat foods in accordance with the Reheating for Hot Holding SOP.
   - All hot potentially hazardous foods should be 140º F or above before placing the food out for display or service.
   - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

Holding Hot and Cold Potentially Hazardous Foods, continued

MONITORING, continued:

5. For cold foods held for service:
   - Verify that the air/water temperature of any unit is at 40º F or below before use.
   - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
   - All cold potentially hazardous foods should be 40º F or below before placing the food out for display or service.
   - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
   - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
   - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 40º F or below.
   - Verify that the air temperature of any cold holding unit is at 40º F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
   - Reheat the food to 165º F for 15 seconds if the temperature is found to be below 140º F and the last temperature measurement was 140º F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
   - Discard the food if it cannot be determined how long the food temperature was below 140º F.
3. For cold foods:
   - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 40º F and the last temperature measurement was 40º F or below and taken within the last 2 hours:
     - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
     - Use a quick-chill unit like a blast chiller.
     - Stir the food in a container placed in an ice water bath.
     - Add ice as an ingredient.
     - Separate food into smaller or thinner portions.

Holding Hot and Cold Potentially Hazardous Foods, continued

CORRECTIVE ACTION, continued:

4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 40º F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

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

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Employee Health Policy. (Employee health policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding rings and earrings no more than 1" below the ear lobe. ***(ear piercings only)***
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
13. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
    - Place a small amount of food into a separate container.
    - Step away from exposed food and food contact surfaces.
    - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
    - Wash hands immediately.
15. Wear suitable and effective hair restraints while in the kitchen.

Personal Hygiene, continued

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

ALEDO ISD NUTRITION DEPARTMENT
Preventing Cross-Contamination During Storage and Preparation

PURPOSE: To reduce food borne illness by preventing unintentional contamination of food.

SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

KEY WORDS: Cross-Contamination, Preparation, Contamination, Storage, Receiving

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods. Rinse all produce before prep. (Including melon skins and bagged lettuce.)
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.

Preventing Cross-Contamination During Storage and Preparation, continued

INSTRUCTIONS, continued:

13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Instructions above apply when prepping Special Dietary meals regarding allergens
15. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

MONITORING:

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Preventing Contamination at Food Bars

PURPOSE: To prevent food borne illness by ensuring that all items held on food bars are protected from contamination.

SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

KEY WORDS: Contamination, Self-Service, Salad Bars, Food Bars

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
    - Touching food with their bare hands
    - Coughing, spitting, or sneezing on the food
    - Placing foreign objects in the food
    - Using the same plate for subsequent trips

Preventing Contamination at Food Bars, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41º F or below 135º F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Receiving Deliveries

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

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

KEY WORDS: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
5. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
6. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
7. Gather receiving logs, temperature logs, calibrated thermometers, pens and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
8. Keep receiving area clean and well lighted.
9. Do not touch ready-to-eat foods with bare hands.
10. Determine whether foods will be marked with the date of arrival or the "use by" date and mark accordingly upon receipt.
11. Compare delivery invoice against products ordered and products delivered.
12. Transfer foods to their appropriate locations as quickly as possible.

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Receiving Deliveries, continued

MONITORING:

1. Confirm vendor name, day and time of delivery.
2. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons and note sample on receiving log.
3. Check the temperature of refrigerated foods and note on receiving log.
    a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 ºF or below. The temperature of milk should be 45 ºF or below.
    b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it may be necessary to take the internal temperature before accepting the product.
4. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
5. Check the integrity of food packaging.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
    - Frozen foods with signs of previous thawing
    - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
    - Punctured packages
    - Foods with outdated expiration dates
    - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Reheating Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that all foods are reheated to the appropriate internal temperature.

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

KEY WORDS: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local requirements are based on the *2001 FDA Food Code,* heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135º F for 15 seconds for hot holding.
4. Reheat the following products to 165º F for 15 seconds:
   - Any food that is cooked, cooled, and reheated for hot holding
   - Leftovers reheated for hot holding
   - Products made from leftovers, such as soup
   - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
   - Heat processed, ready-to-eat foods from a package or can to at least 135º F for 15 seconds
   - Heat leftovers to 165º F for 15 seconds
   - Rotate (or stir) and cover foods while heating
   - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41º F and 165º F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

Reheating Potentially Hazardous Foods, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

ALEDO ISD NUTRITION DEPARTMENT
Serving Food

PURPOSE: To prevent food borne illness by ensuring that all foods are served in a sanitary manner.

SCOPE: This procedure applies to foodservice employees who serve food.

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

Serving Food, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent food borne illness by chemical contamination.

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

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

INSTRUCTIONS:

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

Storing and Using Poisonous or Toxic Chemicals, continued

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

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

VERIFICATION AND RECORD KEEPING:
The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist Food Contact Surfaces Cleaning and Sanitizing Log	CN Staff As assigned	CN Manager CN Director
Controlling Time and Temperature during Food Preparation	Food Safety Checklist Production Log	CN Staff As assigned	CN Manager CN Director
Cooking	Cooking and Reheating Temperature Log	CN Staff As assigned	CN Manager CN Director
Cooling	Cooling Temperature Log	CN Staff As assigned	CN Manager CN Director
Date Marking	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Employee Health Policy	To be determined by school officials and State or local health department. (See AISD CN Dept Employee Handbook)	CN Manager CN Director	CN Manager CN Director
Handling a Food Recall	Food Safety Checklist Damaged or Discarded Product Log	CN Manager CN Director	CN Manager CN Director

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Holding Foods	Hot and Cold Holding Temperature Log Refrigeration Log	CN Staff As assigned	CN Manager CN Director
Personal Hygiene	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Preventing Contamination at Food Bars	Food Safety Checklist Damaged or Discarded Product Log Hot and Cold Holding Temperature Log	CN Staff As assigned	CN Manager CN Director
Preventing Cross-Contamination during Storage and Preparation	Food Safety Checklist Damaged or Discarded Product Log	CN Staff As assigned	CN Manager CN Director

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Receiving Deliveries	Receiving Log	CN Staff As assigned	CN Manager CN Director
Reheating Potentially Hazardous Foods	Cooking and Reheating Temperature Log	CN Staff As assigned	CN Manager CN Director
Serving Food	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Storing and Using Toxic Chemicals	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Transporting Foods to Remote Sites	Food Safety Checklist Hot and Cold Holding Temperature Log Receiving Log	 CN Staff As assigned TLC Staff	 CN Manager CN Director TLC Staff
Using and Calibrating a Food Thermometer	Food Safety Checklist Thermometer Calibration Log	CN Staff As assigned	CN Manager CN Director

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Using Time Alone as a Public Health Control	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Washing Fruits and Vegetables	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Washing Hands	Food Safety Checklist	CN Staff As assigned	CN Manager CN Director
Employee Training	Employee Training Record Employee Records Checklist	CN Director	CN Director

ALEDO ISD NUTRITION DEPARTMENT
Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent food borne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

SCOPE: This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
   - Keep frozen foods frozen during transportation.
   - Maintain the temperature of refrigerated, potentially hazardous foods at 41º F or below and cooked foods that are transported hot at 135º F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. Prepare the food carrier before use:
   - Ensure that all surfaces of the food carrier are clean.
   - Wash, rinse, and sanitize the interior surfaces.
   - Ensure that the food carrier is designed to maintain cold food temperatures at 41º F for cold and hot food temperatures at 135º F or above (add ice packs or ice packed in sealed bags as needed -- insuring food not exposed to any melted water)
   - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. Store food in containers suitable for transportation. Containers should be:
   - Rigid and sectioned so that foods do not mix
   - Tightly closed to retain the proper food temperature
   - Nonporous to avoid leakage and approved to hold food
   - Easy-to-clean or disposable

   FIELD TRIPS: Pack meals and milk in sealable plastic bag. Tape AJFA poster and TIME/TEMP instructions on top of cooler.

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible (within 4 hours).

Transporting Food to Remote Sites (Satellite Kitchens), continued

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165º F for 15 seconds if the internal temperature of hot food is less than 135º F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41º F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41º F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily. All logs are kept on file for a minimum of 1 year. The foodservice
Manager will complete the Food Safety Checklist daily.
FIELD TRIPS/REMOTE LOCATION FOOD DELIVERIES: use TIME ALONE HACCP. Record time and temp before transporting food and make notes on Prod Record

VERIFICATION AND RECORD KEEPING, continued:

The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: 01/24/24_____ BY: P. WILLHITE_____

ALEDO ISD NUTRITION DEPARTMENT
Using and Calibrating Thermometers

PURPOSE: To prevent food borne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

SCOPE: This procedure applies to foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0º F (-18º C) to 220º F (104º C) and is appropriate for the temperature being taken. For example:
   - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
   - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
   - Insert the thermometer probe into a cup of crushed ice.
   - Add enough cold water to remove any air pockets that might remain.
   - Allow the temperature reading to stabilize before reading temperature.
   - Temperature measurement should be 32º F ($\pm$ 2º F) [or 0º C ($\pm$ 1º C)]. If not, adjust according to manufacturer's instructions.

Using and Calibrating Thermometers, continued

3. To use boiling-point method:
   - Immerse at least the first two inches of the probe into boiling water.
   - Allow the temperature reading to stabilize before reading temperature.
   - Reading should be 212º F (± 2º F) [or 100º C (± 1º C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
   - At regular intervals (at least once per week)
   - If dropped
   - If used to measure extreme temperatures, such as in an oven
   - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Using Suitable Utensils When Handling Ready-to-Eat Foods

PURPOSE: To prevent food borne illness due to hand-to-food cross-contamination.

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

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

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

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued

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

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:
The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

ALEDO ISD NUTRITION DEPARTMENT
Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

PURPOSE: To prevent food borne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE: This procedure applies to foodservice employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*, establish written procedures that clearly identify the:
   - Specific foods for which time rather than temperature will be used to limit bacteria growth.
   - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
   - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
   - Procedures that are followed when food is in the danger zone for greater than 4 hours.
4. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

USDA NFSMI National Food Service Management Institute The University of Mississippi

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Washing Fruits and Vegetables

PURPOSE: To prevent or reduce risk of food borne illness or injury by contaminated fruits and vegetables.

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

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

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands using the proper procedure.
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
5. Follow manufacturer's instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
   - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces. (exception: bananas)
   - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Wash the surface of firm fruits or vegetables.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41º F or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

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Washing Fruits and Vegetables, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

ALEDO ISD NUTRITION DEPARTMENT
Washing Hands

PURPOSE: To prevent food borne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepare, and serve food.

KEY WORDS: Hand washing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
4. Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand-washing sink or near the door in restrooms.
6. Keep hand-washing sinks accessible anytime employees are present.
7. Wash hands:
   - Before starting work
   - During food preparation
   - When moving from one food preparation area to another
   - Before putting on or changing gloves
   - After using the toilet
   - After sneezing, coughing, or using a handkerchief or tissue
   - After touching hair, face, or body
   - After smoking, eating, drinking, or chewing gum or tobacco
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time the hands may become contaminated
8. Follow proper hand washing procedures as indicated below:
   - Wet hands and forearms with warm, running water at least 100º F and apply soap.
   - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   - Dry hands and forearms thoroughly with single-use paper towels.

Washing Hands, continued

INSTRUCTIONS, continued:

- Dry hands for at least 30 seconds if using a warm air hand dryer.
- Turn off water using paper towels.
- Use paper towel to open door when exiting the restroom.

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   - Use hand sanitizers only after hands have been properly washed and dried.
   - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
   - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

FOOD SAFETY CHECKLIST-*Section 1*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

PERSONAL HYGIENE	**Yes**	**No**	**Corrective Action**
• Employees wear clean and proper uniform including shoes.	☐	☐	_____
• Effective hair restraints are properly worn.	☐	☐	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	☐	☐	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	☐	☐	_____
• Eating, drinking, are allowed only in designated areas away from preparation, service, storage, and ware washing areas. (Drinks kept in containers w/lid only, straws allowable. Drinks not to be visible in serving area.)	☐	☐	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	☐	☐	_____
• Employees appear in good health.	☐	☐	_____
• Hand sinks are unobstructed, operational, and clean.	☐	☐	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	☐	☐	_____
• A hand washing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

COMMENTS:

Signature of Observer: _____ Date:_____

Signature of Manager: _____ Date:_____

FOOD SAFETY CHECKLIST-*Section 2*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

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

COMMENTS:

Signature of Observer: _____ Date:_____

Signature of Manager: _____ Date:_____

FOOD SAFETY CHECKLIST-*Section 3*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

HOT HOLDING	**Yes**	**No**	**Corrective Action**
• Hot holding unit is clean.	☐	☐	_____
• Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.	☐	☐	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	_____
• Temperature of hot food being held is at or above 140 ^{o}F or adheres to time and temperature rules (no more than 4 hours below temp)	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

COLD HOLDING	**Yes**	**No**	**Corrective Action**
• Refrigerators are kept clean and organized.	☐	☐	_____
• Temperature of cold food being held is at or below 40 ^{o}F or adheres to time and temperature rules (no more than 4 hours above temp)	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager: _____ Date: _____

FOOD SAFETY CHECKLIST-*Section 4*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

REFRIGERATOR, FREEZER, AND MILK COOLER	**Yes**	**No**	**Corrective Action**
• Thermometers are available and accurate.	☐	☐	_____
• Temperature is appropriate for pieces of equipment.	☐	☐	_____
• Food is stored 6 inches off floor or in walk-in cooling equipment.	☐	☐	_____
• Refrigerator and freezer units are clean and neat.	☐	☐	_____
• Proper chilling procedures are used.	☐	☐	_____
• All food is properly wrapped, labeled, and dated. Including Sample Tray. (which is kept for 1 week in freezer)	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	☐	☐	_____

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager: _____ Date: _____

FOOD SAFETY CHECKLIST-*Section 5*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

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

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager: _____ Date: _____

FOOD SAFETY CHECKLIST-*Section 6*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

CLEANING AND SANITIZING	**Yes**	**No**	**Corrective Action**
• Three-compartment sink is properly set up for ware washing.	☐	☐	_____
• Dish machine is working properly (such as gauges and chemicals are at recommended levels).	☐	☐	_____
• Water is clean and free of grease and food particles.	☐	☐	_____
• Water temperatures are correct for wash and rinse.	☐	☐	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 ^{o}F water for 30 seconds.	☐	☐	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	☐	☐	_____
• Small ware and utensils are allowed to air dry.	☐	☐	_____
• Wiping cloths are stored in sanitizing solution while in use.	☐	☐	_____

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager: _____ Date: _____

FOOD SAFETY CHECKLIST-*Section 7*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

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

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

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager:_____ Date: _____

FOOD SAFETY CHECKLIST-*Section 8*

Date_____ Observer_____

Directions: Use this checklist daily/weekly. Assign each employee a section and have them observe other employees daily. Determine areas in your operations requiring corrective action. Employees should record corrective action taken and submit forms at the end of the week. Manager submits forms to CN Office at the end of the month.

GARBAGE STORAGE AND DISPOSAL	**Yes**	**No**	**Corrective Action**
• Kitchen garbage cans are clean and kept covered.	☐	☐	_____
• Garbage cans are emptied as necessary.	☐	☐	_____
• Boxes and containers are removed from site.	☐	☐	_____
• Loading dock and area around dumpster are clean.	☐	☐	_____
• Dumpsters are clean.	☐	☐	_____

PEST CONTROL	**Yes**	**No**	**Corrective Action**
• Outside doors are well-sealed and are equipped with a self-closing device.	☐	☐	_____
• No evidence of pests is present.	☐	☐	_____
• There is a regular schedule of pest control by a licensed pest control operator.	☐	☐	_____

COMMENTS:

Signature of Observer: _____ Date: _____

Signature of Manager: _____ Date: _____

Certified Food Protection Manager

Policy:

Food Code 2017 with 2017 Supplement requires at least one foodservice employee with management and supervisory responsibility to be a Certified Food Protection Manager (CFPM). The CFPM does not need to be on site during all hours of operation. This became a requirement in the 2009 Food code and the 2011 supplement.

Procedure:

Criteria for a CFPM are the following:

1. Can identify day-to-day hazards in a foodservice operation.
2. Develops or implements specific policies, procedures, or standards aimed at preventing foodborne illness.
3. Coordinates training, supervision or direction of food preparation activities, implements corrective action as needed to protect the health of those they serve.
4. Conducts periodic in-house self-inspections of daily operations to verify all policies and procedures concerning food safety are being followed.

Guidance:

1. After January 2014, any new foodservice operation must have a CFPM on staff within six months of opening.
2. Older establishments that have received a violation that could contribute to foodborne illness must have a CFPM on staff within six months of receiving the violation.
3. Older establishments with no violations which could contribute to foodborne illness must have a CFPM on staff.
4. Check with your local health inspector to determine a schedule for your operation.

Training:

1. The Conference on Food Protection has identified programs that meet the CFPM designation.
2. Food safety training to become a CFPM are available from several organizations. Iowa State University Extension and Outreach partners with the Iowa Restaurant Association to offer the National Restaurant Association's ServSafe® Program. This certification is good for five years. Some foodservice distribution companies offer training for their customers.

The restaurant manager will ensure this requirement is met.

1. Monitor to ensure food safety policies and procedures are followed.
2. Provide food safety training for the certified food protection manager.

Direct Purchase of Food Products from Growers or Producers

Policy:

Food shall be purchased from approved growers and producers who have provided food safety assurances and/or demonstrated compliance with state or federal regulations to ensure the safety of food served to patrons. For foods without formal regulatory inspection requirements, such as whole, unprocessed fresh produce, the procurement agent should obtain food safety assurances from the vendor.

[Schools: it is the responsibility of the district's purchasing agent to comply with the district's and the state agency's requirements for vendor selection. National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP) collectively called the Child Nutrition Programs (CNP), may apply a geographic preference for the procurement of locally grown or locally raised agricultural products. All food purchases must comply with federal CNP Procurement Rules.]

Procedures:

Fresh Produce (minimally washed and trimmed, not processed)

1. Fresh produce items in uncut or unprocessed forms may be purchased directly from local growers. Unprocessed is a term that means no value has been added to the produce item beyond general cleaning and minimal trimming into the non-edible portion of the food (i.e., removal of carrot tops). This term does not apply to fresh produce that has been cleaned and/or further processed and sold as ready-to-eat food.
2. Purchase food products only from growers or producers who adhere to practices that minimize food safety risks and provide food safety assurances. Practices should include but are not limited to the proper management of potable water, pests, product handling, product transportation, production facilities, and worker health and hygiene. This may require direct observation of the operation, a signed checklist, or other documentation from the producer. Upon initial grower/producer approval, request a signed and dated written letter or completed checklist from the producer/grower that indicates they know and follow good production practices and/or conduct an onsite audit of the production site. If a site audit is conducted, ensure documentation from annual water testing is available for review.
3. Develop communications for prospective growers to understand the foodservice needs with regards to ordering process (timeframe; methods of placing; etc.); delivery process (when, where and how foods will be delivered); and payment process (when and how). Coordinate delivery or pickup times with growers/producers to ensure that deliveries and pickups are made when product can be received properly. Schedule receiving times when product quantity and quality can be checked.
4. Develop and/or update written product specifications to ensure products purchased consistently meet the expectations of the foodservice. Specifications are detailed descriptions of the product to be purchased and delivered to the foodservice. Specific details may include size, quantity, quality, color, labeling, delivery temperature, and type of packaging material. Provide updated written product specifications to the grower or producer as needed. [Schools: Examples are available from USDA Farm to School,

www.fns.usda.gov/farmtoschool/farm-school, and the Institute of Child Nutrition, theicn.org.]

5. Conduct quarterly reviews of order and delivery information to ensure that orders and product specifications are met.

Processed Produce

1. Any fresh produce item that receives processing beyond minimal steps of washing and trimming non-edible portions must be treated in a licensed processing facility.
2. Produce that has received significant processing such as freezing, canning, or pickling, must be done in a licensed facility. Note: A food processing license is different from a foodservice establishment's license. Visit the **Error! Hyperlink reference not valid.**, www.dia.gov, license requirements for additional information.

   [Schools: School nutrition programs may process and preserve fresh produce for service in the CNP. The following food handling and preservation techniques are acceptable: washing; cooling; refrigerating; freezing; size adjustment by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; and vacuum packing, such as placing vegetables in bags or combining two or more types.]

Meat, Poultry, Eggs, and Dairy

1. Meat, poultry, dairy foods, and fresh shell eggs may be purchased from local licensed producers, but because these foods are considered potentially hazardous foods must be inspected by state or federal authority. [Schools: Procurement agents for CNP should require all donated meat, poultry, eggs, and dairy products to meet state or federal inspection requirements.]
   a. An inspection shield should be on the package. **Beef or pork** that is processed in a state-inspected locker and has been inspected may be purchased. Sales to licensed foodservices require that both the facility and food are inspected.
   b. **Poultry** must also be processed in an inspected state locker or facility.
   c. State inspection is sufficient if a foodservice establishment purchases the food within that state. [Schools: If a district purchases meat and poultry from a border state, USDA inspection is required as the product is crossing state lines.]
2. Meat processing facilities are required to have HACCP plans in place. In many states, inspection standards are more stringent than USDA regulations.
3. Iowa Code requires **fresh shell eggs** sold or used in retail foodservices to be candled and graded by a licensed (through the Iowa Department of Agriculture) egg handler.
4. **Dairy products** must be pasteurized and processed in a state-licensed facility.

Monitoring

- The unit supervisor should ensure all foods obtained directly from local growers or producers meet these standards by reviewing receiving procedures. Develop and implement written product specifications to ensure purchased products consistently meet foodservice expectations.
- Maintain current food safety assurance documentation from all vendors. Review at least annually.
- Coordinate delivery times with vendors/suppliers to ensure that deliveries can be checked.
- Review orders and delivery information to ensure that orders and product specifications are met.
- Follow up as necessary.

Corrective Action

- Reject deliveries that do not meet standards. Retrain staff as needed. Communicate with growers or producers need for corrective action.

Disruption of Water Supply

Policy:

Only drinkable or potable water can be used for food preparation and come in contact with food contact surface. When there is a disruption in potable water supply, a risk to the safety and security of the food may be presented. The local health inspector must be informed. The foodservice operation must follow established local/state policies related to water supply.

Procedure

The Foodservice Manager will:

1. Notify the local health inspector if there is a disruption in potable water supply.
2. Provide a potable source of water for all facets of water usage. A potable water source is defined as water of sufficiently high quality that can be consumed or used without risk of immediate or long-term harm. The establishment will need to either use bottled water or boil their water prior to use as directed by local health inspector.
3. Potable water must be used for hand washing, drinking, cooking, making ice and washing dishes.
4. For food preparation areas, hand sanitizers are not recommended as a safe alternative to washing hands with soap and warm water.
5. Monitor employees to ensure procedures are followed.

The Foodservice Director will:

1. Develop procedures that address food safety concerns during emergencies.
2. If potable source of water is not available, it is recommended that the establishment temporarily cease operations until the Boil Alert is removed.
3. Instruct staff and review those procedures on regular basis, at least once a year.
4. Provide specific directions regarding safe food handling 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. Follow up, as necessary, with employees and food safety professionals.
8. Evaluate and update procedures as appropriate. Record all discarded food on appropriate log.

Responding to a Foodborne Illness Complaint

Policy:

Foodservice personnel will respond to a complaint of a foodborne illness promptly and will show concern for the individual making the complaint.

Procedure:

When a complaint is received related to a foodborne illness, employees will:

1. Indicate concern for the individual and let that person know that the complaint will be referred to the foodservice manager.
2. Contact the foodservice manager if she/he is onsite.
3. Write down information about the complaint if the foodservice manager is not on site. Fill out all of the information at the top of the **Foodborne Illness Incident Report**.

The foodservice manager will:

1. Talk with the individual making the complaint. Get basic information required to complete the **Foodborne Illness Incident Report**.
2. Notify the foodservice manager as soon as possible.
3. Remove all food from service and store it in the refrigerator – label it "DO NOT EAT" and date it.

The foodservice manager will:

1. Call the local Health Department to report the suspected outbreak and obtain assistance with the foodborne illness investigation.
2. Document:
   a. Symptoms
   b. Names, phone numbers, and addresses of affected individuals
   c. Physician's names and phone number
3. Notify the manager. Provide that individual with the pertinent information needed to answer questions.
4. Work with the media should they become involved.

Foodborne Illness Incident Report

Date Occurred: _____ Facility Name: _____

Time Day/Meal: _____

Consumer's Name: _____

Parent's Name: _____

Address: _____

Telephone number: _____

Physician Contact Information: _____

Health Dept. Contact Name & Date: _____

Suspected Food Item(s) & Manufacturer's Product Information:

_____

_____

_____

Summary of Incident:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Bag, label, date, and indicate current storage location of food:

_____

_____

_____

Supervisor Signature: _____ Date: _____

Results of Investigation:

Corrective Action:

Responding to a Physical Hazard Found in Food

Policy:

All foodservice personnel will respond to a complaint of a physical hazard found in food promptly and will show concern for the individual making the complaint.

Procedure:

Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. If the incident occurred in a school foodservice operation, take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object and the box/bag from which it came, if known.
5. Record the manufacturer, codes, and dates listed on the box.
6. Report the incident to the foodservice manager/unit supervisor, so appropriate follow-up can be done.

The unit supervisor will:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected.
2. Complete the Physical Hazard Incident Report.
3. Follow-up as necessary.
4. File corrective action in HACCP file, if applicable to your facility.

Physical Hazard Incident Report

Date: ____/____/____ Employee: _____

Time/Meal: _____ Supervisor: _____

Customer name: _____

Food Item: _____

Object Description:

_____

_____

_____

Manufacturer's Product Information:

_____

_____

_____

Summary of Incident:

_____

_____

_____

_____

_____

_____

_____

Bag, label, and indicate current location of object:

_____

_____

Employee Signature: _____

Corrective Action:

_____

_____

_____

Supervisor's Initials: _____ Date: ___/___/___