

# **HACCP-Based Standard Operating Procedures**



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# HACCP-Based Standard Operating Procedures

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# HACCP-Based SOPs

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Table of Contents	
Introduction	1
<b>HACCP-Based Standard Operating Procedures</b>	
• Cell Phone or Electronic Device Protocols	3
• Cleaning and Disinfecting Body Fluid Spills	5
• Cleaning and Sanitizing Food Contact Surfaces	11
• Communicating During a Foodborne Illness Outbreak	15
• Communicating Foodborne Illness Prevention Methods	17
• Controlling Time and Temperature During Preparation	19
• Cooking Time/Temperature Control for Safety Foods	21
• Cooling Time/Temperature Control for Safety Foods	23
• Date Marking and Ready-to-Eat, Time/Temperature Control for Safety Foods	25
• Handling a Food Recall	27
• Hot and Cold Holding for Time/Temperature Control for Safety Foods	29
• Non Congregate Feeding During School Closures (e.g. COVID-19)	33
• Non-Congregate Feeding During School Closures – School Bus or Truck Delivery	37
• Personal Hygiene	41
• Preventing Contamination at Food Bars	43
• Preventing Cross Contamination During Storage and Preparation	45
• Safety and Security of Stored Food and Supplies (Food Defense)	47
• Receiving Deliveries	49
• Reheating Time/Temperature Control for Safety Foods	53
• Sack Lunch Protocols	55
• Serving Food	57
• Serving Safe Food to Students with Food Allergies	59
• Sharing Table Procedures	61
• Storing and Using Poisonous or Toxic Chemicals	63
• Transporting Food to Remote Sites	65
• Using and Calibrating Thermometers	69
• Using Suitable Utensils When Handling Ready-to-Eat Foods	73
• Using Time Alone as a Public Health Control to Limit Bacteria Growth	75
• Warehouse Freezer Handling	77
• Washing Fruits and Vegetables	79
• Washing Hands	81

# HACCP-Based SOPs

---

<b>HACCP-Based Standard Operating Procedures Record Keeping</b>	
• Cooking and Reheating Temperature Log	87
• Cooling Temperature Log	89
• Damaged or Discarded Product Log	91
• Dishwasher and Sanitation Log	93
• Receiving Log	95
• Refrigeration Log	97
• Thermometer Calibration Log	99
• Food Safety Checklist	101
<b>Developing a HACCP-Based Food Safety Program Components</b>	
• Food Safety Program	107
• Overview to the Process Approach to HACCP	109
• Components of a Comprehensive Food Safety Program	111
• Summary Table of Record Keeping for HACCP-Based SOP	113
• Summary of Corrective Actions for HACCP-Based SOPs	117
• Employee Food Safety Training Record	123
• No-Cook, Same Day, Complex Processes	125
• Employee Illness Reporting Policy (Template)	127
Reference List	129
Resource List	131

# HACCP-Based SOPs

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## Introduction

### Background

The U.S. Department of Agriculture (USDA) has issued guidance for the implementation of Hazard Analysis and Critical Control Point (HACCP) -based food safety programs in schools participating in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children. The requirement is effective in the school year beginning July 1, 2005. The food safety program must be based on HACCP principles as outlined in the guidance.

All SFAs must have a fully implemented food safety program that complies with HACCP principles or with the optional guidance no later than the end of the 2005–2006 school year. For information specific to the implementation of the guidance in your state, contact your State agency.

### HACCP-Based Standard Operating Procedures (SOPs)

The Institute of Child Nutrition (ICN) has developed HACCP-based Standard Operating Procedures in conjunction with USDA and FDA. Although the ICN SOPs include HACCP-based principles, you should remember that SOPs are only one component of your overall food safety program.

This resource provides sample HACCP-based Standard Operating Procedures (SOPs) and worksheets which contain the minimum elements that can assist you when developing your food safety program.

HACCP-based SOPs include the following principles:

- Corrective actions
- Monitoring procedures
- Verification procedures
- Record keeping procedures

Hillsboro School District Nutrition Services uses the HACCP-based food safety approach to minimize or nearly remove the food safety risks in the storage, preparation and service of meals. These procedures are to be followed in the interest of public health and program requirements.



# HACCP-Based SOPs

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Adapted from: United States Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles*. United States Department of Agriculture, Food and Nutrition Service. Author.  
<http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf>





# HACCP-Based SOPs

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## Cell Phone Policy for Employees

**PURPOSE:** To ensure cell phone or personal electronic devices are not a distraction, contribute to potential cross contamination, or other unsafe food handling practices. To promote a productive work environment.

**SCOPE:** This procedure applies to school nutrition employees that handle, prepare, or serve foods.

**KEY WORDS:** Cell Phone, Sanitation, Cross-contamination, Foodborne Illness, Food preparation, food safety

### **INSTRUCTIONS:**

1. Train school nutrition employees on using the procedures in this SOP.
2. Personal cell phones shall
  - Be off or on silent during working hours
  - Not be a hinderance to normal and productive workflow
  - Be used primarily during breaks or for emergencies
  - Not be used while operating a motor vehicle or machinery for the district
  - Be stored or used in a manner to protect the work area and foods from potential cross-contamination or physical contamination (e.g. dropping into foods)
3. Wash hands and replace gloves after use of cell phone (see Handwashing SOP)
4. Employees are responsible for loss or damage to personal electronic devices, except where approved for use related to required job duties
5. Follow related District policies regarding Personal Electronic Devices

### **MONITORING:**

A supervisor or other designated employee will observe to ensure devices are not a distraction or hazard in the safe and efficient preparation of foods.

### **CORRECTIVE ACTION:**

Retrain any employee found not following the procedures in this SOP.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will notify supervisors when employees are not following the procedures in this SOP

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Cleaning and Disinfecting Body Fluid Spills

**PURPOSE:** This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

**SCOPE:** This procedure applies to school nutrition employees that would clean a bodily fluid spill.

**KEY WORDS:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

### INSTRUCTIONS:

1. Contain the affected area
  - Discontinue foodservice operations if spill occurred in food preparation or service areas.
  - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
  - Send sick staff and students to the school office for assistance.
  - Exclude (i.e. send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the Employee Illness Reporting Policy later in this manual.
  - Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid Cleanup Kit.
3. Put on personal protective equipment (PPE), including:
  - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
    - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
  - A disposable gown or apron, and disposable shoe covers.
  - A face mask with eye protection, or goggles.
4. Remove visible body fluid
  - Pour sand, or liquid spill absorbent material, on body fluid spill.
  - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.

# HACCP-Based SOPs

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## Cleaning and Disinfecting Body Fluid Spills, continued

### INSTRUCTIONS, continued:

- Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
  - Remove gloves properly. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
5. Clean the affected area
- Put on new disposable gloves. Consider double gloving.
  - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
  - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
  - Remove gloves. Dispose of gloves in a plastic garbage bag.
  - Wash hands.
6. Disinfect the affected area
- Put on new disposable gloves. Consider double gloving.
- Non-absorbent Surfaces (i.e., tile, stainless steel)
- Prepare a chlorine bleach disinfecting solution.\*
    - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
    - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration)\*\* and water. Once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.
    - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
    - Transfer solution to a labelled spray bottle.
  - Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
    - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
    - Use in a well-ventilated area.
  - Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.

## HACCP-Based SOPs

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- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.

### Cleaning and Disinfecting Body Fluid Spills, continued

#### INSTRUCTIONS, continued:

- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

\*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at [www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus](http://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus). CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at [www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1](http://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1).

\*\*Household bleach products have previously been available in 5.25% and 6% sodium hypochlorite concentrations. Ensure you are using the correct solution depending on the concentration of bleach you have. Best practice is to use high strength chlorine test strips to ensure a chlorine concentration of 1,000 - 5,000 ppm. Check with your chemical supplier to obtain test strips.

#### Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170 °F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

#### 7. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
  - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers
  - Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

# HACCP-Based SOPs

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8. Dispose of PPE, and cleaning and disinfecting materials.

## Cleaning and Disinfecting Body Fluid Spills, continued

### INSTRUCTIONS, continued:

- Put on new disposable gloves. Consider double gloving.
  - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
  - Place garbage bags in a second garbage bag (double bag).
  - Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
  - Remove PPE, including disposable gloves, and place in second garbage bag.
  - Securely tie the second garbage bag.
  - Discard the bag(s) in the disposal area identified by school officials.
  - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP *Cleaning and Sanitizing Food Contact Surfaces*.
11. Restock the contents of the Body Fluid Cleanup Kit.
12. **Complete an incident report.**

### MONITORING

The school nutrition manager will:

1. Identify the location(s) of a properly assembled Body Fluid Cleanup Kit and contact the building custodian if the kit needs attention or restocking.
2. Ensure that at least one school nutrition employee per shift is:
  - Designated and trained to implement this SOP, and
  - Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure that school nutrition employees are:
  - Educated on illnesses and symptoms that must be reported to managers.
  - Monitored for signs and symptoms of illness.

### CORRECTIVE ACTION

The school nutrition manager will:



## HACCP-Based SOPs

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1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated school nutrition employees in application of this SOP, and use of the Body Fluid Cleanup Kit.

### Cleaning and Disinfecting Body Fluid Spills, continued

#### MONITORING , continued:

3. Retrain/educate school nutrition employees in the school district's *Exclusions and Restrictions for Ill or Infected School Nutrition Employees*. Restrict or exclude ill school nutrition employees in accordance with SOPs.

#### VERIFICATION AND RECORD KEEPING

The school nutrition manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOPs using an *Employee Food Safety Training Record*.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Cleaning and Sanitizing Food Contact Surfaces

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

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

**KEY WORDS:** Food Contact Surface, Cleaning, Sanitizing

### INSTRUCTIONS:

1. Train school nutrition 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 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.
  - 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.
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.

# HACCP-Based SOPs

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## Cleaning and Sanitizing Food Contact Surfaces, continued

### INSTRUCTIONS, continued:

- 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:

School nutrition 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. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
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 at or above 160 °F by placing a piece of heat sensitive tape on a smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dish machine.

# HACCP-Based SOPs

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## Cleaning and Sanitizing Food Contact Surfaces, continued

- 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 school nutrition 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. 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:**

School nutrition employees will record monitoring activities and any corrective action taken on the Dishwasher and Sanitation Log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Dishwasher and Sanitation Log. The log will be kept on file for at least 1 year. The school nutrition manager will verify and document tasks and procedures listed on the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Communicating During a Foodborne Illness Outbreak

**PURPOSE:** To rapidly communicate foodborne illness outbreak alerts and prevention strategies to child nutrition staff, students and staff.

**SCOPE:** This procedure applies to school nutrition employees involved in training staff in norovirus or other identified foodborne illness prevention.

**KEY WORDS:** Norovirus, Communication, Training

### INSTRUCTIONS:

1. When a suspected foodborne illness outbreak within the school is reported, the school nutrition manager will
  - When identified, notification shall be made to Nutrition Services Office, District Administration, school administration, kitchen staff, and local health authorities.
  - Work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
    - Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
  - Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
  - Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
    - Foodborne illness symptoms and transmission
    - Required reporting of symptoms and illnesses
    - Employee exclusion and restriction policies
    - Handwashing and personal hygiene procedures
    - No bare hand contact policies
    - District policies and procedures addressing bodily fluid cleanup
2. The District Nutrition Services administration will work in cooperation with school and District administration, and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
  - Student communication plans will cover
    - Foodborne illness symptoms
    - How foodborne illness is spread
    - Handwashing for prevention
    - Staying home when sick
  - Responding when the student or classmate becomes sick

# HACCP-Based SOPs

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## Communicating During a Foodborne Illness Outbreak, continued

### INSTRUCTIONS, continued:

- Parent and media communication plans will cover
  - Foodborne illness symptoms
  - How foodborne illness is spread
  - Handwashing for prevention
  - Caring for an ill family member
  - When ill students should be kept out of school and when recovering students can return to school
- 3. All school nutrition employees will adhere to school and media communication policies.

### MONITORING:

1. The District will document required school nutrition employee training.
2. School nutrition managers are expected to maintain a ServSafe certification.
3. The designated school nutrition employee will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

### CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

### VERIFICATION AND RECORD KEEPING:

Employee training records will be kept on file for a minimum of one (1) year.

# HACCP-Based SOPs

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## Communicating Foodborne Illness Prevention Methods

**PURPOSE:** To reinforce methods of preventing foodborne illness, especially norovirus, by communicating with staff.

**SCOPE:** This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

**KEY WORDS:** Norovirus, Foodborne Illness, Communication, Training

### INSTRUCTIONS:

The school nutrition manager will develop a schedule and provide training on norovirus and foodborne illness prevention for school nutrition employees.

- School nutrition employee communication will reinforce
  - Norovirus and common foodborne illness symptoms
  - How norovirus and common foodborne illnesses are spread
  - Handwashing and personal hygiene procedures
  - No bare hand contact policies
  - Required reporting of symptoms and illnesses
  - Employee exclusion and restriction policies (see Food Handler Illness Reporting Policy)
  - District policies and procedures addressing bodily fluid cleanup

### MONITORING:

1. The District will document school nutrition employee training.
2. Each school nutrition manager will monitor to ensure that school-based nutrition employees are adhering to policies related to this SOP during all hours of operation.

### CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

### VERIFICATION AND RECORD KEEPING:

Employee training records will be kept on file for a minimum of one (1) year.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Controlling Time and Temperature During Preparation

**PURPOSE:** To prevent foodborne illness by limiting the amount of time that time/temperature control for safety foods are held in the temperature danger zone during preparation.

**SCOPE:** This procedure applies to school nutrition employees who prepare food.

**KEY WORDS:** Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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 41 °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 time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Foods SOP.

### MONITORING:

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

# HACCP-Based SOPs

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## Controlling Time and Temperature During Preparation, continued

### **CORRECTIVE ACTIONS:**

1. Retrain any school nutrition 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:**

School nutrition employees will record the date, product name, the two temperature measurements taken, and any corrective actions taken on the Cooking and Reheating Temperature Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, and dating the Cooking and Reheating Temperature Log daily. The school nutrition manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Cooking Time/Temperature Control for Safety Foods

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

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

**KEY WORDS:** Cross Contamination, Temperatures, Cooking, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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 *FDA Food Code*, cook products to the following temperatures:
  - 135 °F for 15 seconds
    - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
  - 145 °F for 15 seconds
    - Seafood, beef roast, and pork roast
    - Eggs cooked to order that are placed onto a plate and immediately served
  - 155 °F for 15 seconds
    - Ground products containing beef, pork, or fish
    - Fish nuggets or sticks
    - Eggs held on a steam table
    - Cubed or Salisbury steaks
  - 165 °F for 15 seconds
    - Poultry
    - Stuffed fish, pork, or beef
    - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

# HACCP-Based SOPs

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## Cooking Time/Temperature Control for Safety Foods, continued

### MONITORING:

1. Use an approved, clean, sanitized, and calibrated probe thermometer.
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 school nutrition 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:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log.

School nutrition manager will verify that school nutrition employees has taken the required cooking temperatures by visually monitoring school nutrition employee 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.

# HACCP-Based SOPs

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## Cooling Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring that all time/temperature control for safety foods (TCS) are cooled properly.

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

**KEY WORDS:** Cross Contamination, Temperatures, Cooling, Holding, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
  - Place food in shallow containers no more than 2 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.
5. If state or local requirements are based on the *FDA Food Code*, chill cooked, hot food from:
  - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
  - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.
7. No foods will be cooled for later use unless this SOP can be fully followed during assigned working hours.

# HACCP-Based SOPs

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## Cooling Time/Temperature Control for Safety 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 school nutrition employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
  - Above 70 °F and 2 hours or less into the cooling process; and
  - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
  - Above 70 °F and more than 2 hours into the cooling process; or
  - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

### VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The school nutrition manager will verify that school nutrition employees are cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the temperature log. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods

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

**SCOPE:** This procedure applies to school nutrition employees who prepare, store, or serve food.

**KEY WORDS:** Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross Contamination, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. 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, 2/20/24, 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.”
3. Follow state or local health department requirements.
4. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
5. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
6. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 °F or below.
7. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
8. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
9. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
  - On Monday, 2/27/24, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 2/27/24.”

# HACCP-Based SOPs

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## Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, continued

### INSTRUCTIONS, continued:

- On Tuesday, 2/28/24, the lasagna is frozen with a second label that reads, "Frozen, 2/28/24." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/24 – Tuesday, 2/28/24, only 1 day is counted towards the 7-day time period.
- On Tuesday 3/7/24, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 3/7/24." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

### MONITORING:

The school nutrition manager will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

### CORRECTIVE ACTION:

1. Retrain any school nutrition 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 school nutrition manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.



# HACCP-Based SOPs

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## Handling a Food Recall

**PURPOSE:** To prevent foodborne illness in the event of a product recall.

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

**KEY WORDS:** Food Recalls

### INSTRUCTIONS:

1. Train school nutrition 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 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 Foods 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:

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



# HACCP-Based SOPs

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## Handling a Food Recall, continued

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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:
  - a. Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to the State Distributing Agency within 10 calendar days of the recall.
  - b. Obtain the necessary documents from the State Distributing Agency for USDA Foods. Submit necessary documentation for reimbursement of food costs.
  - c. 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**

School nutrition 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 school nutrition 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.

# HACCP-Based SOPs

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## Hot and Cold Holding for Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring that all time/temperature control for safety foods (TCS) are held under the proper temperature.

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

**KEY WORDS:** Cross Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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 *FDA Food Code*:
  - Hold hot foods at 135 °F or above
  - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

### MONITORING:

1. Use an approved, 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 135 °F or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot time/temperature control for safety foods should be 135 °F or above before placing the food out for display or service.
  - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

# HACCP-Based SOPs

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## Hot and Cold Holding for Time/Temperature Control for Safety Foods, continued

### MONITORING, continued:

5. For cold foods held for service:
  - Verify that the air/water temperature of any unit is at 41 °F or below before use.
  - Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety Foods SOP.
  - All cold time/temperature control for safety foods should be 41 °F or below before placing the food out for display or service.
  - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
  - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41 °F or below.
  - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. For hot foods:
  - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
  - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
    - Place food in shallow containers (no more than 2 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.

# HACCP-Based SOPs

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## Hot and Cold Holding for Time/Temperature Control for Safety 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 41 °F.

### **VERIFICATION AND RECORD KEEPING:**

School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated school nutrition employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The school nutrition manager will verify that school nutrition employees have taken the required holding temperatures by visually monitoring school nutrition 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.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Non-Congregate Feeding During School Closures –Drive up/Walk Up Service

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

**SCOPE:** This procedure will present the “Drive Up” or “Walk Up” scenarios. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

### INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all ready-to-eat foods. Reference the *Using Suitable Utensils when Handling Ready to Eat Foods* SOP.
3. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. Reference the *Hot and Cold Holding for Time/Temperature Control* SOP

**Note:** The above instructions are critical control points in keeping food safe during preparation and holding of all foods. However, during any type of infectious disease outbreak, proper personal hygiene and glove usage are imperative.

**Time as a Control:** In the case of non-congregate feeding “Time as a Control” should be implemented if not already in use. There should be no leftover food items kept at the end of service. **The exceptions here would be for “Shelf Stable” items that can be saved and returned to inventory at any time or when the Cooling TCS Foods SOP can be followed.**

It should be noted that the local health department may require notice that this procedure is being used. Reference the *Using Time Alone as a Public Health Control to Limit Bacteria Growth* SOP.

**Recordkeeping:** This is an essential step to ensure the school district is able to receive the proper reimbursements from the USDA and your state agency during this time. Reference Child Nutrition Services guidelines for completing the necessary paperwork and-daily monitoring of staff to ensure compliance.

# HACCP-Based SOPs

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## Non-Congregate Feeding During School Closures –Drive up/Walk Up Service, continued

### Meal Service Scenario

Before taking meals to the designated pick up location:

1. Be sure that all service equipment (such as serving tables, carts, coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized with properly mixed solutions and are clean in appearance.
2. Before handling service containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination.
3. When placing milk in coolers, layer ice and beverages so that ice is surrounding the product as much as possible.
4. Load carts, coolers and utensils. Include extra food service gloves.
5. Transport food to the designated pick up location. Transport food in batches to ensure proper holding temperatures as long as possible.
6. Consider labeling foods with a label that has an “Eat by Time” and/or a “Discard Time” for your customers information and safety.

Service location tasks and reminders:

1. Check to be sure all carts are stable to avoid any unexpected movement and no tripping hazards are present, such as unsecured cords.
2. Wear food service gloves throughout the serving time. If gloves get torn or dirty remove them carefully, trying not to touch the outside surface of the glove, and put on a fresh pair. Also, gloves should be replaced in the case of direct hand contact with a co-worker or customer.
3. Complete check off rosters or forms provided by the child nutrition department for tracking reimbursable meal counts (if applicable).

**NOTE:** The use of gloves in this instance is different from food preparation where food items may be handled. Meals are in containers or bags and milk and beverages are as well. The use of the food service glove here is to demonstrate to the customer that you are taking utmost care for their health and safety.

At the end of service:

1. Return food service equipment back to the kitchen.
2. Discard any food that is not shelf stable or that cannot be returned to the proper temperature by following the *Cooling TCS Foods SOP*. Check milk that was stored on ice to ensure proper temperature. Follow Nutrition Services department directives for these items.
3. Wash, rinse and sanitize all items used following the appropriate SOP and the manufacturers guidelines. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.





## HACCP-Based SOPs

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### Non-Congregate Feeding During School Closures –Drive up/Walk Up Service, continued

4. Take care in handling all trash. Wear food service gloves and immediately wash hands after handling trash.
5. Wash hands thoroughly once these tasks are complete.

The site leader or person in charge will:

1. Observe all employees to ensure that they are following all applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all service equipment.
3. Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Retrain as necessary.

#### MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these procedures when applicable.
4. Take corrective action as necessary.
5. Follow up as needed.
6. Send logs and reimbursement paperwork to Nutrition Services office.

#### CORRECTIVE ACTION:

1. Retrain any employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 2 hours.

#### VERIFICATION AND RECORD KEEPING:

Follow up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

# HACCP-Based SOPs

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## HACCP-Based SOPs

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### Non-Congregate Feeding During School Closures – School Bus or Truck Delivery

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

**SCOPE:** This procedure will present the “School Bus or Truck Delivery” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

#### **INSTRUCTIONS:**

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all ready-to-eat foods. Reference the *Using Suitable Utensils when Handling Ready to Eat Foods* SOP.
3. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. Reference the *Hot and Cold Holding for Time/Temperature Control* SOP.

**Note:** The above instructions are critical control points in keeping food safe during preparation and holding of all foods. However, during any type of infectious disease outbreak, proper personal hygiene and glove usage are imperative.

**Time as a Control:** In the case of non-congregate feeding “Time as a Control” should be implemented if not already in use. There should be no leftover food items kept at the end of service. **The exceptions here would be for “Shelf Stable” items that can be saved and returned to inventory at any time or when the *Cooling TCS Foods* SOP can be followed.**

It should be noted that in the local health department may require notice that this procedure is being used. Reference the *Using Time Alone as a Public Health Control to Limit Bacteria Growth* SOP.

**Recordkeeping:** This is an essential step to ensure the school district is able to receive the proper reimbursements from the USDA and your state agency during this time. Reference child Nutrition Services guidelines for completing the necessary paperwork and daily monitoring of staff to ensure compliance.

#### **School Bus or Truck Delivery Scenario**

Before taking meals to the designated location for loading into the bus or truck:

1. Be sure that all transport storage equipment (such as coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized with properly mixed solutions and are clean in appearance.



# HACCP-Based SOPs

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## Non-Congregate Feeding During School Closures – School Bus or Truck Delivery, continued

2. Before handling transport containers, beverages and utensils, wash hands thoroughly and put on food service gloves to avoid any contamination.
3. When placing milk or in coolers, layer ice and beverage so that ice is surrounding the product as much as possible.
4. Load your transport containers and coolers. Include required paperwork needed for documentation. Pack extra food service gloves as well as hand sanitizer liquid or wipes for those who will be handling meals during delivery.
5. Transport food to the designated drive-up location.
6. Consider labeling foods with a label that has an “Eat by Time” and/or a “Discard Time” for your customers information and safety.

**NOTE:** Anyone who will be aiding in the distribution of food should have a supply hand sanitizer liquid or wipes available to use throughout the route. The bus or truck steering, gear shifting knob, door opener, and any touch surfaces in the vehicle should be thoroughly cleaned with disinfectant at the beginning of the day and throughout the route.

Loading transport containers, coolers and supplies:

1. Check to be sure all containers are stable and secure to avoid any unexpected movement. Remember traffic is very unpredictable so keep in mind sudden stops, swerving and anything else that you think may cause the transport containers to shift or worse yet tip over.
2. Plan carefully how food and beverages are staged in the bus or truck. Time will be a critical control point in delivery to ensure every meal is served as close to the proper temperature as possible. Place containers and coolers in a way that prevents your having to climb or step over something else.

At the designated delivery locations:

1. Put on food service gloves and wear these throughout the serving time changing them as needed. If gloves get torn or dirty remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker or customer.
2. While serving meals and be extra careful as you exit and enter the bus or delivery truck. Things will move quickly and potential accident awareness is important.
3. Ensure that food and beverages are kept a minimum of 6” off the ground and are served in such a way as to minimize potential cross contamination such as with environmental elements.
4. Be diligent to complete check off rosters or forms provided by the child nutrition department for tracking reimbursable meal counts.

## Non-Congregate Feeding During School Closures – School Bus or Truck Delivery (continued)

**NOTE FOR GLOVE USE:** The use and intent of gloves in this instance is different from food preparation. Meals are in containers or bags and milk and beverages are as well. The use of food service gloves during bus or truck delivery service is to demonstrate to the customer that you are taking utmost care for their health and safety.

At the end of service:

1. Take all food service equipment back to the kitchen.
2. Discard all unused food, in this scenario there should be no leftovers allowed. The only exception may be milk or beverages that were stored on ice. Follow your child nutrition department directives for these items.
3. Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
4. Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
5. Wash hands thoroughly once the job is done and head home.

### INSTRUCTIONS:

The unit manager or supervisor will:

1. Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all service equipment.
3. Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Follow up as necessary.

### MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these procedures when applicable.
4. Take corrective action as necessary.
5. Follow up as needed.

## HACCP-Based SOPs

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6. File logs in HACCP records.

### **Non-Congregate Feeding During School Closures – School Bus or Truck Delivery (continued)**

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

#### **VERIFICATION AND RECORD KEEPING:**

Follow up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

# HACCP-Based SOPs

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## Personal Hygiene

**PURPOSE:** To prevent contamination of food by school nutrition employees.

**SCOPE:** This procedure applies to school nutrition employees who handle, prepare, or serve food.

**KEY WORDS:** Personal Hygiene, Cross Contamination, Contamination

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow the Food Handler Illness Reporting Policy.
4. Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
5. Post signage on hand washing and personal hygiene.
6. Change apron when it becomes soiled.
7. Wash hands properly, frequently, and at the appropriate times.
8. Keep fingernails trimmed, filed, and maintained.
9. Artificial fingernails and fingernail polish is discouraged.
10. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
11. Do not wear any jewelry except for a plain ring such as a wedding band. These items can fall off and become a physical contaminant and/or spread pathogens.
12. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
13. 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. Show the kitchen manager any lesion before working.
14. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
15. 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.
16. Wear suitable and effective hair restraints while in the kitchen.

# HACCP-Based SOPs

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## Personal Hygiene, continued

### MONITORING:

1. The kitchen manager will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen manager will monitor that all school nutrition employees are adhering to the personal hygiene policy during all hours of operation.

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition employees are following this SOP by visually observing the employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist monthly. School nutrition employees will record any discarded food due to violation of the Personal Hygiene policy 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.



# HACCP-Based SOPs

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## Preventing Contamination at Food Bars

**PURPOSE:** To prevent foodborne 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 school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow Food Handlers Illness Reporting Policy, Personal Hygiene, and Washing Hands SOPs.
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. Only district-specified food items may be stored and re-served, all other food bar offerings are to be discarded after meal service.
12. Avoid using spray chemicals to clean food bars when in use.

### MONITORING:

1. Monitor and record temperatures of food in accordance with the Hot and Cold Holding for Time/Temperature Control for Safety 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

# HACCP-Based SOPs

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## Preventing Contamination at Food Bars, continued

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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 41 °F or below 135 °F.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will verify that school nutrition employees are assigned to maintain food bars during all hours of operation. School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will complete the Food Safety Checklist monthly. This form is to be kept on file for a minimum of 1 year. The Hot and Cold Holding Temperature Log is to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Preventing Cross Contamination During Storage and Preparation

**PURPOSE:** To reduce foodborne 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 school nutrition 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.
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, except during cooling, and store in the refrigerator.
12. Designate an upper shelf of a refrigerator as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers of visible soil before opening.
14. Store damaged goods in a separate location.
15. Kitchen Employee’s personal food/beverages shall be labeled and stored separately so as to minimize potential contact or cross contamination with other items in refrigerator.
16. For safety and security of stored food, limit access to storage areas and limit storage of non-program items as detailed in the food defense SOP.

# HACCP-Based SOPs

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## Preventing Cross Contamination During Storage and Preparation, continued

### **MONITORING:**

School nutrition employees will continually monitor food storage and preparation to ensure that food and supplies are not at risk for, or in a state of, cross contamination.

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard foods or supplies that are contaminated.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. School nutrition employees will record any discarded food on the Damaged or Discarded Product Log. The school nutrition manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist monthly. The Food Safety Checklist will be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Safety and Security of Stored Food and Supplies (Food Defense)

**PURPOSE:** To minimize risk of intentional or unintentional contamination of food in supply and storage areas.

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

**KEY WORDS:** Cross Contamination, Preparation, Contamination, Adulteration, Food Defense, Security, Storage, Receiving

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
3. 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.
4. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
5. Place food in covered containers, except during cooling, and store in the refrigerator.
6. Clean the exterior surfaces of food containers of visible soil before opening.
7. Store damaged goods in a separate location.
8. Kitchen Employee's personal food/beverages will be labeled and stored separately so as to minimize potential contact or cross contamination with other items in refrigerator.
9. Employees are the FIRST line of food defense
  - a. Follow district defense plan and procedures in this SOP
  - b. Inspect work and surrounding areas
  - c. Recognize anything out of the ordinary
  - d. Secure all ingredients, supplies and finished product
  - e. Tell the Person-in-Charge if you notice something unusual or suspicious
10. Ensure kitchen and food storage areas are secure when kitchen staff are not present.
11. Limit access to food storage areas to kitchen staff, approved, and properly trained individuals only.
12. Non-program foods that are potentially hazardous (i.e. non-program raw foods or those foods whose source or integrity cannot be verified) shall not be stored in proximity to program foods or supplies.
13. School-based requests to store food or supplies shall be allowed for a defined period (2 days maximum). Foods or supplies will be removed within a reasonable time frame after event(s) are completed (next operating day).
14. Requests for food storage should be directed to the school nutrition manager of the site requested.

# HACCP-Based SOPs

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## Safety and Security of Stored Food and Supplies (Food Defense), continued

15. For usage of kitchen and/or storage, follow applicable District building-use guidelines and request protocols.
16. Use and storage is dependent upon available space and program needs; food service program inventory is priority.

### **MONITORING:**

School nutrition employees will continually monitor food storage and preparation areas to ensure foods and supplies that are served to school children remain safe.

### **CORRECTIVE ACTION:**

1. Retrain any employee found not following the procedures in this SOP.
2. Remove foods found improperly stored or abandoned.
3. Notify nutrition administration by email of any activities in conflict of this SOP, or as needed.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation.

# HACCP-Based SOPs

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## Receiving Deliveries

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

**SCOPE:** This procedure applies to school nutrition employees who handle, prepare, or serve food.

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

### INSTRUCTIONS:

1. Train school nutrition 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 expected times of deliveries.
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 storerooms before deliveries.
7. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before receiving deliveries. Refer to the Using and Calibrating Thermometers SOP.
8. Keep receiving area clean and well lighted.
9. Ensure temperatures are recorded for foods or milk,
10. Do not touch ready-to-eat foods with bare hands.
11. Determine whether foods will be marked with the date arrival or the “use by” date and mark accordingly upon receipt.
12. Compare delivery invoice against products ordered and products delivered.
13. Transfer foods to their appropriate locations as quickly as possible.
14. Verify that Key Drop Deliveries are from approved supplier, stored properly, protected from contamination, and presented authentically.

# HACCP-Based SOPs

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## Receiving Deliveries, continued

### MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
  - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below. Milk may be received at 45 °F, but must be stored at 41 °F.
  - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
  - For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check expiration dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
  - For canned foods, discard deeply dented, leaking, or swollen cans. A deep dent is one that you can lay a finger into and often have sharp points. A sharp dent on either the top or damage to a seam indicates a can that should be rejected or discarded.
8. 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 school nutrition 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, deep dents, or rust.
  - Punctured packages.
  - Foods beyond expiration or best-by dates.
  - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.
  - Notify appropriate warehouse or delivery contacts regarding rejected foods.



# HACCP-Based SOPs

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## Receiving Deliveries, continued

### **VERIFICATION AND RECORD KEEPING:**

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The warehouse supervisor will verify that warehouse 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.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Reheating Time/Temperature Control for Safety Foods

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

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

**KEY WORDS:** Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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 *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 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
  - Any food that is cooked, cooled, and reheated for hot holding
  - Leftovers reheated for hot holding
  - Products made from leftovers, such as soup
  - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
  - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
  - Heat leftovers to 165 °F for 15 seconds
  - Rotate (or stir) and cover foods while heating
  - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 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.

# HACCP-Based SOPs

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## Reheating Time/Temperature Control for Safety Foods, continued

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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:**

School nutrition employees will record product name, time, temperatures, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition 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.

# HACCP-Based SOPs

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## Sack Lunch Protocol

**PURPOSE:** To ensure appropriate time for ordering, preparation and food safety when student meals are needed outside of regular meal service operations.

**SCOPE:** This procedure applies to field trips or any event where students will need a lunch to be eaten away from school or outside regular meal service times.

### INSTRUCTIONS:

1. A minimum of 3 weeks prior to the event, a written request (e.g. Google Form) will be provided to the kitchen manager for the sack lunches. The request must include the following:
  - Teacher's name
  - Date of the event meals are requested for
  - Total number of meals requested (roster of students receiving meals due at pick up)
  - Time meals will be picked up - meals are to be picked up during kitchen manager's regular scheduled hours.
  - Food allergies - list student name and food allergy. Meal will be labeled for food safety as needed.
2. Meals will be in paper sacks, placed in a box labeled with the teacher's name and number of meals.
3. Meals may include: Sandwich (PBJ or meat), cracker, 1/2c veggie, 1/2c fruit, milk and a napkin.
4. Meat sandwiches will be provided if any student in the class has a peanut allergy.
5. Milk will be packed in a cooler with ice/ice pillows- only one milk per student.
6. Condiments and silverware will be included as needed.
7. Teacher or supervising adult are to provide access to handwashing or hand sanitizer prior to meal.
8. Kitchen manager to contact warehouse at least one week in advance if coolers or ice pillows needed.

### MONITORING:

A teacher or other designated employee will ensure that meals are consumed within 4 hours of pick up or maintained below 41°. This designated employee will discard all leftover foods and return any coolers used to the cafeteria.

### CORRECTIVE ACTION:

Retrain any employee found not following the procedures in this SOP.

### VERIFICATION AND RECORD KEEPING:

Teacher will provide a list of specific students who will be receiving a meal at the time the meals are picked up. School nutrition employee will enter meals in POS on the day of service.



# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Serving Food

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

**SCOPE:** This procedure applies to school nutrition employees who serve food.

**KEY WORDS:** Cross Contamination, Service, Serving Food

### INSTRUCTIONS:

1. Train school nutrition 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 Food Handlers Illness Reporting Policy.
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 time/temperature control for safety food at the proper temperature. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety Foods.
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 time/temperature control for safety foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, and Cooling Time/Temperature Control for Safety Foods SOPs.

### MONITORING:

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

# HACCP-Based SOPs

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## Serving Food, continued

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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, Time/Temperature Control for Safety Foods; Cooling Time/Temperature Control for Safety Foods; and Hot and Cold Holding for Time/Temperature Control for Safety Foods SOPs.

### **VERIFICATION AND RECORD KEEPING:**

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



# HACCP-Based SOPs

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## Serving Safe Food to Students with Food Allergies

**PURPOSE:** To serve safe and nutritious meals to students with food allergies.

**SCOPE:** This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

**KEY WORDS:** Allergies, Cleaning, Cross contact, Handwashing

### INSTRUCTIONS:

1. Follow applicable policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
  - Document ingredient labels of foods purchased or planned.
  - Date each food item when received, as appropriate
3. Food items that contain allergens should be stored in a manner that prevents cross-contamination to non-allergenic items.
4. Prevent cross contact during food preparation.
  - Wash hands before preparing foods.
  - Wear single-use gloves.
  - Use a clean apron when preparing allergen-free food.
  - Wash, rinse, and sanitize all cookware before and after each use.
  - Wash, rinse, and sanitize food contact surfaces.
  - When working with multiple food allergens, designate an allergy-free zone in the kitchen. Set up procedures to prevent cross contact within the allergy-free zone.
  - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
  - Use a clean, sanitized cutting board when preparing food.
  - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
5. Prevent cross contact during meal service.
  - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
  - Use dedicated serving utensils and gloves for allergen-free foods.
  - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
  - Ensure that tables and chairs are cleaned and sanitized before and after each meal service and as needed.
6. Follow your school's procedures for identifying students with food allergies.
  - Ensure students with documented food allergies are properly identified in the POS system.

# HACCP-Based SOPs

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## Serving Safe Food to Students with Food Allergies, continued

### **MONITORING:**

A school nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will observe the school nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

# HACCP-Based SOPs

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## Sharing Table Procedures

**PURPOSE:** To ensure appropriate food safety are in place when “sharing tables” are in use.

**SCOPE:** This procedure applies to schools that allow specific, uneaten, and approved foods to be returned to a sharing table.

**KEY WORDS:** Returned foods, Foodborne Illness, TSC Foods, Sharing Table

Sharing tables are carts or tables in the cafeteria where children can place selected but unconsumed food and beverage items that are pre-packaged, un-opened, wrapped or with a peel. A sharing table can reduce the amount of waste and is a strategy to offer hungry students additional food at no cost. Examples of foods include cereal bowls, cartons of milk or yogurt, juice boxes, washed and wrapped fruit and vegetables, washed fruit with a non-edible peel such as bananas and oranges, wrapped crackers, or cookies.

### **INSTRUCTIONS:**

1. Sharing tables must follow safe food handling procedures and follow local health regulations.
2. The designated sharing table or cart should be clearly labeled and placed in a location that can be monitored.
3. Students who wish to have more to eat may take food from the sharing table to eat on-site.
4. Students may not place food from home on the sharing table.
5. Adults may not consume foods or beverages from the sharing table.
6. Sharing table items must not be returned to the food service operation to be re-served.
7. Sharing table items are discarded at the end of meal services by the custodian or food service employee.
8. Foods not consumed on the sharing table may not be removed and stored elsewhere for future use.

### **MONITORING:**

A supervisor or other designated employee will visually observe to ensure that food from the sharing table is being handled correctly. This designated employee will discard all foods on the sharing table at the end of meal services.

### **CORRECTIVE ACTION:**

Retrain any employee found not following the procedures in this SOP.

# HACCP-Based SOPs

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## Sharing Table Procedures, continued

### **VERIFICATION AND RECORD KEEPING:**

School nutrition employees will identify what food can be safely shared. Staff will ensure that all foods remaining on the share table at the end of meal service are discarded and not re-served or stored for future use.

# HACCP-Based SOPs

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## Storing and Using Poisonous or Toxic Chemicals

**PURPOSE:** To prevent foodborne illness by chemical contamination.

**SCOPE:** This procedure applies to school nutrition employees who use chemicals in the kitchen.

**KEY WORDS:** Chemicals, Contamination, Safety Data Sheet

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Designate a location for storing the Safety Data Sheets (SDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
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. Limit access to chemicals.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the state or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. 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.
16. Refrigerated medicines should not be stored in the food cold-storage areas. Refer to your assigned district nurse for more information.

# HACCP-Based SOPs

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## Storing and Using Poisonous or Toxic Chemicals, continued

### **MONITORING:**

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

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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 school nutrition manager will complete the Food Safety Checklist monthly to indicate that monitoring is completed. School nutrition 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 school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Transporting Food to Remote Sites

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

**SCOPE:** This procedure applies to school nutrition employees who transport food from the district warehouse, production kitchen, or production bakery to remote sites

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

### INSTRUCTIONS:

1. Train school nutrition 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 *FDA Food Code*:
  - Keep frozen foods frozen during transportation.
  - Maintain the temperature of refrigerated, time/temperature control for safety foods at 41 °F or below and cooked foods that are transported hot at 135 °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 41 °F and hot food temperatures at 135 °F or above.
  - Pre-chill or pre-heat 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
  - Easy-to-clean or disposable
  - Approved to hold food

# HACCP-Based SOPs

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## Transporting Food to Remote Sites, continued

### **INSTRUCTIONS, continued:**

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site.

### **MONITORING:**

1. Check and record 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 and record the temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when taking holding temperatures.

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition 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 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.



# HACCP-Based SOPs

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## Transporting Food to Remote Sites, continued

### **VERIFICATION AND RECORD KEEPING:**

Before transporting food to remote sites, school nutrition 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, school nutrition employees will record receiving temperatures and corrective action taken on the Receiving Log. The school nutrition manager at central kitchens will verify that school nutrition employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily. The school nutrition manager at the remote site(s) will verify that school nutrition 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 school nutrition manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Using and Calibrating Thermometers

**PURPOSE:** To prevent foodborne 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 school nutrition employees who prepare, cook, and cool food.

**KEY WORDS:** Thermometers, Calibration

### INSTRUCTIONS:

1. Train school nutrition 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 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
  - Temperatures of thin products, such as hamburgers, chicken breasts, filets, nuggets, and sausage patties should be taken using a thermistor, thermocouple with a thin probe (preferred) or stacked to ensure thickness for a bimetallic, dial-faced stem thermometer to read accurately.
  - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
  - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to school nutrition 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.

# HACCP-Based SOPs

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## Using and Calibrating Thermometers, continued

### MONITORING:

1. School nutrition 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 (preferred):
  - Insert the thermometer probe into a cup of crushed ice. Bags of ice will be provided to schools that do not have an ice machine.
  - Add enough cold water to remove any air pockets that might remain. Allow to sit for 1 minute.
  - Allow the temperature reading to stabilize before reading temperature.
  - Temperature measurement should be 32 °F ( $\pm 2$  °F) [or 0 °C ( $\pm 1$  °C)]. If not, adjust according to manufacturer's instructions.
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 212 °F ( $\pm 2$  °F) [or 100 °C ( $\pm 1$  °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. School nutrition employees will check the accuracy of the food thermometers:
  - At regular intervals (minimally once per calendar month)
  - If dropped
  - If used to measure extreme temperatures, such as in an oven
  - Whenever accuracy is in question

### CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
3. 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.
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.

# HACCP-Based SOPs

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## Using and Calibrating Thermometers, continued

### **VERIFICATION AND RECORD KEEPING:**

School nutrition 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 school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The school nutrition manager will review and initial the Calibration Log monthly. The Calibration Log will be kept on file a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Using Suitable Utensils When Handling Ready-to-Eat Foods

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

**SCOPE:** This procedure applies to school nutrition employees who prepare, handle, or serve food.

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

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime 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
  - Between handling raw meat and ready-to-eat foods

# HACCP-Based SOPs

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

### **MONITORING:**

A designated school nutrition 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 school nutrition employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will verify that school nutrition workers are using suitable utensils by visually monitoring school nutrition employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist monthly. The Food Safety Checklist is kept on file for a minimum of 1 year.



# HACCP-Based SOPs

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## Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring that time/temperature control for safety foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

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

**KEY WORDS:** Temperatures, Holding, Time As a Public Health Control, Time/Temperature Control for Safety Foods, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition 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 *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 Time/Temperature Control for Safety 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 time/temperature control for safety 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.

# HACCP-Based SOPs

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## Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods, continued

### MONITORING:

1. School nutrition 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. School nutrition employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

### CORRECTIVE ACTION:

1. Retrain any school nutrition 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:

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

# HACCP-Based SOPs

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## Warehouse Freezer Handling

**PURPOSE:** To prevent or reduce risk of foodborne illness, personal injury, or food loss.

**SCOPE:** This procedure applies to warehouse nutrition employees who store and handle frozen foods.

**KEY WORDS:** Frozen, storage, warehouse, safety

### INSTRUCTIONS:

1. No non-program food is to be stored in freezers.
2. All sample boxes or cases should be labeled with contents, owner's name, and date.
3. When using fork lift in the freezer, use a spotter if possible to pull pallets down from racking when needed. If you do not feel confident in using a powered lift in the freezer do not use it and ask for assistance.
4. Wear Personal Protective Equipment (PPE) coat/pants and insulated gloves when working in freezer. Temperatures can quickly cause frostbite and food stored at these temperatures can damage the skin if handled with bare hands over periods of time.
5. Check the door gasket and be sure that it is free of ice build up. Brush frost off doors, especially in the summer when the humidity is increased.
6. Close all doors ensuring outer latch is closed properly. Be careful not to allow fingers to be placed in such a way that the outer latch of the door can crush them.  
Note: that the freezer may vacuum down the door and it may take several minutes for you to re-open the door (Observe the location of the three (3) exit doors in the freezer and be familiar with them).
7. Place WET FLOOR sign on door to prevent injury to other people, as necessary.
8. When pulling order from the freezer alone, notify someone know that you are in the freezer and how long you will be working (do not work alone in freezer if no one is present in the facility, when possible). The large door may be left open if you are working in the freezer alone, to allow an egress in case of emergency. Work in pairs whenever possible.
9. Clean any debris/clear wrap/slip sheets/paper out of the freezer
10. Sweep when done pulling orders, remove empty pallets from racks.
11. Replace any products that have been depleted from the bottom rows with full pallets, so the next puller will have stock to pull from.
12. Report freezer alarms or personal injury to the Nutrition warehouse supervisor immediately.

### MONITORING:

1. Warehouse nutrition employees will continually observe and monitor proper freezer activity.
2. Warehouse nutrition employees will observe that foods stored in the freezer are in a frozen-solid state.
3. Record warehouse freezer daily on the appropriate log.

# HACCP-Based SOPs

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## Warehouse Freezer Handling, continued

### **CORRECTIVE ACTION:**

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Discard damaged, time/temp abused, or unidentified foods; document and submit to the Nutrition warehouse supervisor.

### **VERIFICATION AND RECORD KEEPING:**

Nutrition warehouse employees will access freezer and monitor stored frozen foods as described in this SOP. The nutrition warehouse supervisor will verify that nutrition warehouse employees are following this procedure by visually monitoring nutrition employees. Records are to be kept on file for a minimum of 1 year.

# HACCP-Based SOPs

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## Washing Fruits and Vegetables

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

**SCOPE:** This procedure applies to school nutrition employees who prepare or serve food.

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

### INSTRUCTIONS:

13. Train school nutrition employees on using the procedures in this SOP.
14. Follow state or local health department requirements.
15. Wash hands using the proper procedure.
16. 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.
17. Follow manufacturer's instructions for proper use of chemicals.
18. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
  - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
19. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
20. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
21. Remove any damaged or bruised areas.
22. Label, date, and refrigerate fresh-cut items.
23. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food SOP.
24. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

# HACCP-Based SOPs

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## Washing Fruits and Vegetables, continued

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any school nutrition 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 school nutrition manager will complete the Food Safety Checklist monthly 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.

# HACCP-Based SOPs

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## Washing Hands

**PURPOSE:** To prevent foodborne illness by contaminated hands.

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

**KEY WORDS:** Handwashing, Cross Contamination

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Post handwashing signs or posters in a language understood by all school nutrition employees near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing 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 or restroom facilities
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - Eating, drinking, or chewing gum
  - 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

# HACCP-Based SOPs

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## Washing Hands, continued

### INSTRUCTIONS, continued:

8. Follow proper handwashing procedures as indicated below:
  - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - 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 antiseptics, also called hand sanitizers, only after hands have been properly washed and dried.
  - Use only hand sanitizers that comply with the *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 handwashing practices of the school nutrition employees during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

### CORRECTIVE ACTION:

1. Retrain any school nutrition 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 handwashing procedure.

### VERIFICATION AND RECORD KEEPING:

The school nutrition manager will complete the Food Safety Checklist monthly 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.





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# HACCP-Based SOPs

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# HACCP-Based SOPs

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## HACCP-Based Standard Operating Record Keeping

Cooking and Reheating Temperature Log	87
Cooling Temperature Log	89
Damaged or Discarded Product Log	91
Dishwasher and Sanitation Log	93
Receiving Log	95
Refrigeration Log	97
Thermometer Calibration Log	99
Food Safety Checklist	101

# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Cooking/Reheating Temperature Log

School \_\_\_\_\_

Week of \_\_\_\_\_

Date	Food Item	Time	Temp	Time	Temp	Corrective Action	Initials	Verified
Mon								
Tue								
Wed								
Thurs								
Fri								



# HACCP-Based SOPs

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## HACCP-Based SOPs

### Cooling Temperature Log

**Instructions:** Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. The school nutrition manager will verify that the school nutrition staff is cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log. Maintain this log for a minimum of 1 year.

Date	Food Item	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Corrective Actions Taken	Initials	Verified By/ Date

# HACCP-Based SOPs

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## HACCP-Based SOPs

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### Damaged or Discarded Product Log

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

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

# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

## FOOD SAFETY CHECKLIST

Date \_\_\_\_\_ Observer \_\_\_\_\_

Directions: Complete this checklist monthly. Determine areas in your operations requiring corrective action. Record corrective action taken and send completed checklist to Nutrition Services office.

### PERSONAL HYGIENE

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

### FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single-use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean reusable towels are used only for sanitizing equipment and	<input type="checkbox"/>	<input type="checkbox"/>	_____



# HACCP-Based SOPs

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- surfaces and not for drying hands, utensils, or floor.   \_\_\_\_\_
  - Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.   \_\_\_\_\_
  - The internal temperature of food being cooked is monitored and documented.   \_\_\_\_\_
- 

## HOT HOLDING

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Hot holding unit is clean.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food is heated to the required safe internal temperature before placing in hot holding. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Hot holding units are not used to reheat time/temperature control for safety foods.     | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Hot holding unit is pre-heated before hot food is placed in unit.                       | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Temperature of hot food being held is at or above 135 °F.                               | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food holding times are minimized to ensure best food quality.                           | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food is protected from contamination.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## COLD HOLDING

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

## REFRIGERATOR, FREEZER, AND MILK COOLER

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

## FOOD STORAGE AND DRY STORAGE

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Temperatures of dry storage areas are regulated to protect from outside conditions. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • All food and paper supplies are stored at least 6 inches above the floor.           | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • All food is labeled, indicating contents and appropriate date-marking               | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Open bags of food are stored in containers with tight fitting lids and              | <input type="checkbox"/> | <input type="checkbox"/> | _____             |



# HACCP-Based SOPs

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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.   \_\_\_\_\_
  - Regular cleaning occurs for all food surfaces.   \_\_\_\_\_
  - Food is stored in original container or a food grade container.   \_\_\_\_\_
- 

## CLEANING AND SANITIZING

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

## UTENSILS AND EQUIPMENT

- |  | Yes                      | No                       | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • All small equipment and utensils, including cutting boards and knives, are cleaned, sanitized, and allowed to air dry before use.      | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Work surfaces are cleaned and sanitized before use.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Thermometers are cleaned and sanitized after each use.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Thermometers are properly calibrated, as appropriate.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Can opener is cleaned and sanitized before use.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Drawers and racks are regularly cleaned and sanitized.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## LARGE EQUIPMENT

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Mixers are cleaned and sanitized after every use. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Exhaust hood and filters are clean.               | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 



# HACCP-Based SOPs

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## GARBAGE STORAGE AND DISPOSAL

	Yes	No	Corrective Action
• Kitchen garbage cans are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Garbage cans are emptied as necessary, but at least daily.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Empty boxes and containers are removed from kitchen daily.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpster is clean, and dumpster lids are closed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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## PEST CONTROL

	Yes	No	Corrective Action
• Outside doors have screens, are well-sealed, and are equipped with self-closing devices.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Areas are kept in a manner not to encourage pest invasion.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The district Integrated Pest Management (IPM) plan is in place and managed.	<input type="checkbox"/>	<input type="checkbox"/>	_____



# HACCP-Based SOPs

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## Developing a HACCP-Based Food Safety Program Components

Food Safety Program	107
Overview to the Process Approach to HACCP	109
Components of a Comprehensive Food Safety Program	111
Summary Table of Record Keeping for HACCP-Based SOP	113
Summary of Corrective Actions for HACCP-Based SOPs	117
Employee Food Safety Training Record	123
No-Cook, Same Day, and Complex Processes	125
Employee Illness Reporting Policy	127



# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Food Safety Program

The SFA's overall food safety program must include a written plan for each individual school in the SFA and be based on HACCP principles. It is easier than it sounds because USDA has simplified the process as described in the *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles*. By following the guidance, your program will adhere to HACCP principles.

### Key Points

Three main points are essential to developing a food safety program: basic facility sanitation, temperature control, and documented SOPs.

1. Be sure that all of your food preparation 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 to verify proper sanitation and the observance of proper temperatures, as well as other food safety aspects in a school nutrition operation.

### Key Terms

Here is a quick look at some key terms:

- **Hazard analysis:** review of your school nutrition 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 keep 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 °F and 135 °F (as stated in the *FDA Food Code*). **Standard Operating Procedure (SOP):** written instructions for a foodservice task that reduce food safety hazards.



# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Overview to the Process Approach to HACCP

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process from receiving to service. USDA recommends that SFAs use the Process Approach to HACCP because it gives you flexibility to create a food safety program specific to your school nutrition operation. The Food and Drug Administration (FDA) originally developed the Process Approach for retail food establishments. The Process Approach groups food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone. The guidance and this resource provide a modified version of the Process Approach to make it practical for your school nutrition operation.

Serving safe food is a critical responsibility for school nutrition program 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 2015*. When properly implemented, HACCP-based food safety programs will help you ensure the safety of the school meals served to children in your school nutrition program.

### Food Process

These are the preparation categories in the Process Approach to HACCP: Process #1 No Cook, food items meant to be kept cold from preparation through service; Process #2 Same Day Service, food items meant to be prepared hot and served hot the same day; and Process #3 Complex Food Preparation, food items meant to be prepared hot and served cooled, or possibly reheated. You will need to put each menu item (recipe) into one of the three categories and then keep it hot (or cold) while it is being stored, prepared, transported, held, and served.

If you see a failure in sanitation or temperature control, be sure to have a means of correcting the problem and verifying that the corrective steps resolved the problem. Once your food safety program is in operation, someone should be checking to see that it is working, perhaps once a month. Then, every year you should review the entire program to incorporate any changes, such as new menu items, new equipment, changes in staff, and remodeling.

Adapted from: U.S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles*. Available at <http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf>



# HACCP-Based SOPs

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## HACCP-Based SOPs

<b>Components of a Comprehensive Food Safety Program</b>			
<b>Directions:</b> For each of your school nutrition program locations complete the following information. Maintain this record for a minimum of 1 year.			
<b>Component</b>	<b>Location</b>	<b>Task Completed</b>	<b>Date</b>
Documented SOP			
Documented Critical Control Points			
Standardized Recipes			
No-Cook Process Worksheet			
Same Day Service Process Worksheet			
Complex Process Worksheet			
Monitoring			
Corrective Actions			
Record Keeping			
Verification			
Training			
Review of Food Safety Plan			

## HACCP-Based SOPs

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## HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP									
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Receiving Log	Thermometer Calibration Log	Food Handler Illness Reporting Policy
Cleaning and Sanitizing Food Contact Surfaces	X				X				
Controlling Time and Temperature During Food Preparation		X			X				
Cooking		X							
Cooling			X						
Date Marking					X				
Employee Health Policy									X
Handling a Food Recall				X	X				
Holding Foods						X			

## HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP, continued									
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Receiving Log	Thermometer Calibration Log	Food Handler Illness Reporting Policy
Personal Hygiene					X				
Preventing Contamination at Food Bars					X	X			
Preventing Cross Contamination During Storage and Preparation					X				
Receiving Deliveries							X		
Reheating Time and Temperature Control for Safety Foods		X				X			
Serving Food					X	X			
Storing and Using Toxic Chemicals					X				



## HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP, continued

	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Receiving Log	Thermometer Calibration Log	Food Handler Illness Reporting Policy
Transporting Food to Remote Sites							X		
Using and Calibrating a Food Thermometer					X			X	
Using Suitable Utensils When Handling Ready-to-Eat Foods					X				
Using Time Alone as a Public Health Control					X				
Washing Fruits and Vegetables					X				
Washing Hands					X				

## HACCP-Based SOPs

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# HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs	
SOP	Corrective Action
Cleaning and Sanitizing Food Contact Surfaces	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>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.</li> <li>3. In a 3-compartment sink: <ul style="list-style-type: none"> <li>• Drain and refill compartments periodically and as needed to keep the water clean.</li> <li>• Adjust the water temperature by adding hot water until the desired temperature is reached.</li> <li>• Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.</li> </ul> </li> <li>4. In a dishmachine: <ul style="list-style-type: none"> <li>• Drain and refill the machine periodically and as needed to keep the water clean.</li> <li>• 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.</li> <li>• For a hot water sanitizing dishmachine, 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.</li> <li>• For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.</li> </ul> </li> </ol>



## HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Controlling Time and Temperature During Preparation	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.</li> <li>3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.</li> <li>4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.</li> <li>5. Discard food held in the temperature danger zone for more than 4 hours.</li> </ol>
Cooking Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Continue cooking food until the internal temperature reaches the required temperature.</li> </ol>
Cooling Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:               <ul style="list-style-type: none"> <li>• Above 70 °F and 2 hours or less into the cooling process; and</li> <li>• Above 41 °F and 6 hours or less into the cooling process.</li> </ul> </li> <li>3. Discard cooked, hot food immediately when the food is:               <ul style="list-style-type: none"> <li>• Above 70 °F and more than 2 hours into the cooling process; or</li> <li>• Above 41 °F and more than 6 hours into the cooling process.</li> </ul> </li> <li>3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.</li> <li>4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.</li> </ol>
Date Marking Ready-to-Eat Time/Temperature Control for Safety Foods	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Foods that are not date marked or that exceed the 7-day time period will be discarded.</li> </ol>
Employee Health Policy	To be determined by school officials and state or local health department.
Handling A Food Recall	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.</li> <li>3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.</li> <li>4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.</li> <li>5. Conform to the recall notice using the following steps:</li> </ol>

# HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Handling A Food Recall, continued	<ul style="list-style-type: none"> <li>• Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to the State Distributing Agency within 10 calendars days of the recall.</li> <li>• Obtain the necessary documents from the State Distributing Agency for USDA Foods. Submit necessary documentation for reimbursement of food costs.</li> <li>• Complete and maintain all required documentation related to the recall including:               <ul style="list-style-type: none"> <li>○ Recall notice</li> <li>○ Records of how food product was returned or destroyed</li> <li>○ Reimbursable costs</li> <li>○ Public notice and media communications</li> </ul> </li> </ul>
Hot and Cold Holding for Time/Temperature Control for Safety Foods  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. For hot foods:           <ul style="list-style-type: none"> <li>• Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.</li> <li>• Discard the food if it cannot be determined how long the food temperature was below 135 °F.</li> </ul> </li> <li>3. For cold foods:           <ul style="list-style-type: none"> <li>• Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:               <ul style="list-style-type: none"> <li>○ Place food in shallow containers (no more than 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.</li> <li>○ Use a quick-chill unit like a blast chiller.</li> <li>○ Stir the food in a container placed in an ice water bath.</li> <li>○ Add ice as an ingredient.</li> <li>○ Separate food into smaller or thinner portions.</li> </ul> </li> </ul> </li> <li>4. Repair or reset holding equipment before returning the food to the unit, if applicable</li> <li>5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.</li> </ol>



## HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following this procedure.</li> <li>2. Discard affected food.</li> </ol>
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Remove and discard contaminated food.</li> <li>3. Demonstrate to customers how to properly use utensils.</li> <li>4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.</li> </ol>
Preventing Cross Contamination during Storage and Preparation	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Separate foods found improperly stored.</li> <li>3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.</li> </ol>
Receiving Deliveries	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Reject the following: <ul style="list-style-type: none"> <li>• Frozen foods with signs of previous thawing</li> <li>• Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust</li> <li>• Punctured packages</li> <li>• Foods with out-dated expiration dates</li> <li>• Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy</li> </ul> </li> </ol>
Reheating Time/Temperature Control for Safety Foods  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Continue reheating and heating food if the internal temperature does not reach the required temperature.</li> </ol>
Serving Food	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Replace improperly handled plates, cups, or utensils.</li> <li>3. Discard ready-to-eat food that has been touched with bare hands.</li> <li>4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods; Cooling Time/Temperature Control for Safety Foods; and Hot and Cold Holding for Time/Temperature Control for Safety Foods SOPs.</li> </ol>

## HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Discard any food contaminated by chemicals.</li> <li>3. Label and/or properly store any unlabeled or misplaced chemicals</li> </ol>
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Continue heating or chilling food carrier if the proper air temperature is not reached.</li> <li>3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.</li> <li>4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.</li> <li>5. Discard foods held in the danger zone for greater than 4 hours.</li> </ol>
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>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.</li> <li>3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.</li> <li>4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.</li> <li>5. Retrain employees who are using or calibrating food thermometers improperly.</li> </ol>
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Discard ready-to-eat food touched with bare hands.</li> </ol>
Using Time Alone as a Public Health Control  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.</li> </ol>
Washing Fruits and Vegetables	<ol style="list-style-type: none"> <li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li> <li>2. Remove unwashed fruits and vegetables from service and wash immediately before being served.</li> <li>3. Label and date fresh cut fruits and vegetables.</li> <li>4. Discard cut melons held after 7 days.</li> </ol>



## HACCP-Based SOPs

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Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Washing Hands	<ol style="list-style-type: none"><li>1. Retrain any school nutrition employee found not following the procedures in this SOP.</li><li>2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.</li><li>3. Retrain employee to ensure proper handwashing procedure.</li></ol>





# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

## Food Handler Illness Reporting Policy

Preventing Transmission of Diseases  
Through food by Infected Food Handlers

The purpose of this agreement is to assure that Food Employees notify the Person-in-Charge when they experience any of the conditions listed below. This will assist the Person-in-Charge to take appropriate steps to prevent the transmission of foodborne illness.

I AGREE TO REPORT THE FOLLOWING SYMPTOMS AND CONDITIONS TO THE PERSON-IN-CHARGE:

### SYMPTOMS AND CONDITIONS:

1. Abdominal Cramps
2. Diarrhea
3. Fever
4. Prolonged loss of appetite (more than 3 days)
5. Vomiting
6. Yellow skin or eyes (jaundice)
7. Skin sores on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)
8. Acute upper respiratory infection (cough or runny nose)
9. Undiagnosed Illness (must be symptom-free for 24 hours)

### MEDICALLY DIAGNOSED ILLNESS:

If you have been diagnosed as being ill with Salmonellosis, Amebiasis, Shigellosis, Norovirus, Salmonella Typhi, Escherichia coli (e-coli) the exclusion time period for state of Oregon is "until results of licensed laboratory tests of two consecutive approved fecal specimens collected not less than 24 hours apart show no identifiable pathogens. If sufficient measures have been taken to prevent transmission, or the disease is no longer communicable, worksite, school and childcare restrictions can be removed at the discretion of the local public health authority; school restrictions can be removed by a licensed health care provider. E-Coli O157:H7 infection, Hepatitis A or Cholera, please notify the Person-in-Charge.

### HIGH-RISK CONDITIONS:

1. A household member who attends or works in a setting with a case of Salmonellosis, Amebiasis, Escherichia coli O157:H7 infection, Hepatitis A or Cholera.
2. A household member diagnosed with Salmonellosis, Amebiasis, Shigellosis, Escherichia coli O157:H7 infection, Hepatitis A or Cholera.
3. Exposure to or suspicion of causing any confirmed outbreak of Salmonellosis, Amebiasis, Shigellosis, Escherichia coli O157:H7 infection, Hepatitis A or Cholera.
4. Travel outside the United States within the last 50 days.

I have read (or had explained to me) this agreement and understand the requirements concerning my responsibilities under state food service regulations regarding:

1. Good hygiene practices, especially handwashing after using restroom facilities.
2. Covering the nose and mouth with tissue when coughing or sneezing and then washing hands.
3. Reporting requirements, specified above, involving symptoms, diagnoses, and high-risk conditions.
4. Work restrictions or exclusions that apply to me.

This establishment must follow all public health regulations related to employee health. I understand that failure to comply with the terms of this agreement could lead to action by this food establishment that may jeopardize my employment.

Employee Name (Please Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

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# HACCP-Based SOPs

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## Resource List

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### Food Safety Web Sites

FDA Center for Food Safety and Applied Nutrition  
[www.fda.gov/Food/GuidanceRegulation/HACCP/](http://www.fda.gov/Food/GuidanceRegulation/HACCP/)

Gateway to Government Food Safety Information  
[www.FoodSafety.gov](http://www.FoodSafety.gov)

Healthy School Meals Resource System  
[www.schoolmeals.nal.usda.gov/](http://www.schoolmeals.nal.usda.gov/)





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