Newport-Mesa
Unified School District

RFP No. 100-25
Fresh Pizza & Delivery

Proposal Deadline: October 09, 2024, at 12:00 pm

Contact: Jonathan Geiszler
Newport-Mesa Unified School District
2985 Bear St., Bldg. A, Costa Mesa, CA 92626
714-424-5063
Email: jgeiszler@nmusd.us

Required Documents

Please return this sheet with your proposal documents*

Proposal Documents Due at the Submission of the Due Date

- ☑ Proposal Form
- ☑ Proposal Form Pricing Sheet
- ☑ Noncollusion Declaration
- ☑ Certification of Primary Participation Regarding Debarment, Suspension, and other Responsibility Matters
- ☑ Certification of Restriction on Lobbying
- ☑ Product Recall Program
- ☑ Disaster Contingency Plan
- ☑ Food Security and Safety Program
- ☑ Recent Copy of a Health Department Inspection Report
- ☑ Product Formulation Statement for Meat/Meat Alternative
- ☑ Product Formulation for Grains
- ☑ Nutrition Fact label, ingredients, and major food allergens
- ☑ Copies of any Other Licenses and/or Required Documents as Listed within the Entire RFP, including, General Conditions, Special Provisions, and Specifications

**** Freshly prepared samples listed below must be submitted with proposal on the due date and time in a Food Transport Box (Hot Box) ****

- **One large (16") whole wheat cheese pizza, sliced into 8 equal pieces**
- **One large (16") whole wheat pepperoni pizza, sliced into 8 equal pieces**
- **One large (16") whole wheat veggie pizza, sliced into 8 equal pieces.**

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***IF THE FOLLOWING ITEMS ARE NOT RETURNED AT THE TIME OF THE PROPOSAL OPENING, THE BIDDER WILL BE DECLARED NONRESPONSIVE.**

NOTICE CALLING FOR PROPOSALS

DISTRICT:	**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**
PROPOSAL DEADLINE:	October 9, 2024, at 12:00 pm
PLACE OF RECEIPT:	Electronic Via Newport-Mesa Unified School District PlanetBids Web Portal

NOTICE IS HEREBY GIVEN that the Newport Mesa Unified School District of Orange County, California, acting by and through its Governing Board, hereinafter referred to as "District," will receive up to, but not later than, the above-stated proposal deadline, electronic proposals for the award of a contract for **RFP No. 100-25, Fresh Pizza & Delivery.**

Product samples will be delivered by 12:00pm on October 9, 2024 to Newport Mesa USD Nutrition Services, 2985 Bear St. Bldg. B, Costa Mesa CA 92626

Proposal Documents will be made available on September 17, 2024 as a download at https://vendors.planetbids.com/portal/46422/portal-home. **Bidders will be responsible for reproducing all documents related to this RFP.** All proposals shall be made and presented on the forms provided in the RFP documents.

Any questions regarding proposal documents must be received via the PlanetBids web portal by 12:00 pm on September 30, 2024.

Time is of the essence. The District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals or in the bidding process. The award of the Contract, if made by the District, will be by action of the Board of Trustees. No bidder may withdraw any proposal for a period of sixty (60) calendar days after the date set for the opening of the proposals..

Newport Mesa Unified School District

By: Jonathan Geiszler
Director, Purchasing & Warehouse

CALENDAR OF EVENTS

Event	Details	Date
RFP Advertised	Orange County Register	September 17, 2024 September 24, 2024
RFP Posted	PlanetBids	September 17, 2024
Last Day to Submit RFIs/Questions	PlanetBids	September 30, 2024, at 12:00 pm
Response to Questions/RFIs Posted	PlanetBids	October 4, 2024
Proposal Deadline ***(Samples delivered Nutrition Services are also due)***	**Electronically VIA PlanetBids**	October 9, 2024, at 12:00 pm
Board of Trustees Award	Award of Contract	November 19, 2024

*Date is subject to change at the discretion of the District.

INFORMATION FOR BIDDERS

WARNING:
READ THIS DOCUMENT CAREFULLY.
DO NOT ASSUME THAT IT IS THE SAME AS OTHER SIMILAR DOCUMENTS YOU MAY HAVE SEEN, EVEN IF FROM THE SAME DISTRICT.

1. Preparation of Proposal Form. Proposals shall be submitted on the prescribed Proposal Form and Proposal Form Pricing Sheet and completed in full. All proposal items and statements shall be properly and legibly filled out. Numbers shall be stated both in words and in figures where so indicated, and where there is a conflict in the words and the figures, the words shall control over the numbers. The signatures of all persons shall be in longhand and in ink. Prices, wording and notations must be in ink or typewritten.

2. Form and Delivery of Proposals. The proposal must conform and be responsive to all proposal documents and shall be made on the Proposal Form and Proposal Form Pricing Sheet provided, and the complete proposal, together with any and all additional materials as required, shall be submitted electronically via the District's PlanetBids web portal at https://vendors.planetbids.com/portal/46422/portal-home. **It is the bidder's sole responsibility to ensure that its proposal is received prior to the proposal deadline.** In accordance with Government Code section 53068, any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder.

3. Proposal Pricing. Propose all items F.O.B., Newport Mesa Unified School District site locations.

4. Signature. Any signature required on proposal documents must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if bidder is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the bidder is a joint venture or partnership, there shall be submitted with the proposal certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful bidder, who shall act in all matters relative to the joint venture or partnership. If bidder is an individual, his/her signature shall be placed on such documents.

5. Modifications. Changes in or additions to any of the proposal documents, alternative proposals, or any other modifications which are not specifically called for in the proposal documents may result in the rejection of the proposal as being nonresponsive. No oral,

telephonic, facsimile, or electronic modification of any of the proposal documents will be considered.

6. Erasures, Inconsistent or Illegible Proposals. The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is authenticated by affixing the initials of the person(s) signing the proposal in the margin immediately adjacent to the correction. In the event of inconsistency between words and numbers in the proposal, words shall control numbers. In the event that any proposal is unintelligible, illegible or ambiguous, the District may reject such proposal as being nonresponsive.

7. Examination of Proposal Documents. At its own expense and prior to submitting its proposal, each bidder shall examine all proposal documents; visit the sites and determine the local conditions which may in any way affect the performance of the work; familiarize itself with all federal, state and local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work; determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided; and correlate its observations, investigations, and determinations with all requirements of the proposal. The District shall not be liable for any loss sustained by the successful bidder resulting from any variance between the actual conditions and data given in the proposal documents. Bidder agrees that the submission of a proposal shall be incontrovertible evidence that the bidder has complied with all the requirements of this provision of the Information for Bidders.

8. Withdrawal of Proposals. Any proposal may be withdrawn, either personally or by written request signed by the bidder, at any time prior to the scheduled closing time for receipt of proposals. The proposal security for a proposal withdrawn prior to the scheduled closing time for receipt of proposals, in accordance with this paragraph, shall be returned. No bidder may withdraw any proposal for a period of sixty (60) calendar days after the date set for the opening of proposals.

9. Interpretation of Proposal Documents. If any bidder is in doubt as to the true meaning of any part of the proposal documents, or finds discrepancies in, or omissions from the proposal documents, or has any questions related to the proposal documents, a written request for an interpretation or correction thereof must be submitted to the District via the PlanetBids web portal at https://vendors.planetbids.com/portal/46422/portal-home **by September 30, 2024 at 12:00 pm**. No requests shall be considered after this time. The bidder submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of the proposal documents and answers to questions will be made solely at District discretion and only by written addendum duly issued by the District, and a copy of such addendum will be uploaded to the District's website and/or hand delivered, e-mailed or faxed to each bidder known to have received a set of proposal documents. No person is authorized to make any oral interpretation of any provision in the proposal documents, nor shall any oral interpretation of proposal documents be binding on the District. If there are discrepancies of any kind in the proposal documents, the interpretation of the District shall prevail. SUBMITTAL OF A PROPOSAL WITHOUT A REQUEST FOR CLARIFICATIONS SHALL BE INCONTROVERTIBLE EVIDENCE THAT THE BIDDER HAS DETERMINED THAT THE PROPOSAL DOCUMENTS ARE ACCEPTABLE AND SUFFICIENT FOR BIDDING AND COMPLETING THE WORK; THAT BIDDER IS CAPABLE OF READING, FOLLOWING AND COMPLETING THE WORK IN ACCORDANCE WITH THE PROPOSAL

DOCUMENTS: AND THAT BIDDER AGREES THAT THE WORK CAN AND WILL BE COMPLETED ACCORDING TO THE DISRICT'S TIMELINES.

10. Bidders Interested in More Than One Proposal. No person, firm or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless alternate proposals are specifically called for by the District. A person, firm, or corporation that has submitted a subproposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a proposal or quoting prices to other bidders or submitting a proposal.

11. Award of Contract. The award of the contract, if made by the District, will be by action of the Board of Trustees, to the most qualified bidder based on taste, appearance, quality, nutritional requirements, and any other requirements of the proposal. The District reserves the right to withdraw or cancel one or more items from this RFP before award and proceed with the remaining items. The District reserves the right to make multiple awards or to reject any or all proposals, or to waive any irregularities or informalities in any proposals or in the bidding process. If two identical low proposals are received from responsive and responsible bidders, the District will determine which proposal will be accepted pursuant to Public Contract Code section 20117. In the event an award of the contract is made to a bidder, and such bidder fails or refuses to execute the Agreement and provide the required documents within five (5) calendar days after the notice of award of the contract to bidder, the District may award the contract to the next lowest responsive and responsible bidder or reject all proposals.

12. Competency of Bidders. In selecting the most qualified bidder, consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the proposal. By submitting a proposal, each bidder agrees that the District, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, and other factors which could affect the bidder's performance of the contract. The District may also consider the qualifications and experience of persons and organizations proposed for those portions of the work. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the District. In this regard, the District may conduct such investigations as the District deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the bidder, proposed subcontractors, and other persons and organizations to do the work to the District's satisfaction within the prescribed time. The District reserves the right to reject the proposal of any bidder who does not pass any such evaluation to the satisfaction of the District.

13. Insurance and Workers' Compensation. The successful bidder shall be required to furnish certificates and endorsements evidencing that the required insurance is in effect as set forth in the Agreement. District may request that such certificates and endorsements are completed on District provided forms. In accordance with the provisions of Section 3700 of the Labor Code, the successful bidder shall secure the payment of compensation to all employees. The successful bidder who has been awarded the contract shall sign and file with District prior to performing the work, the Workers' Compensation Certificate included as a part of the proposal documents. Labor Code section 1861.

a. Successful bidder shall, at bidder's sole cost and expense, maintain in full force and effect the following insurance coverages from a California licensed insurer with an A, VIII, or better rating from A.M. Best or an approved self-insurance program, sufficient to cover any claims, damages, liabilities, costs and expenses (including attorney fees) arising out of or in connection with bidder's fulfillment of the obligations under this bid:

i. Comprehensive General Liability Insurance, including bodily injury, property damage and contractual liability with minimum limits set by the District. The policy may not contain an exclusion for sexual molestation or abuse coverage, may be waived by the District.

(a)	General Aggregate	$2,000,000
(b)	Each Occurrence	$1,000,000
(c)	Products/Completed Operations	$1,000,000
(d)	Personal and Advertising Injury	$1,000,000
(e)	Damage to Rented Premises	$50,000
(f)	Medical Expense (any one person)	$5,000

ii. Umbrella (excess) liability insurance coverage with a limit of $3,000,000, unless waived by the District. The policy may not contain an exclusion for sexual molestation or abuse coverage, may be waived by the District.

iii. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than $1,000,000 per occurrence. (Required only if the bidder drives on behalf of the District in the course of performing Services.)

iv. Professional Liability Insurance with a limit of $1,000,000 per occurrence, unless waived by the District.

v. Workers' Compensation and Employers Liability Insurance in a form and amount covering bidder's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. The policy shall be endorsed with the insurer's waiver of rights of subrogation against the District.

It should be expressly understood, however, that the coverage and limits referred to under i., ii., iii., and iv. above shall not in any way limit the liability of the bidder.

b. No later than five (5) days from execution of the Agreement by the District and successful bidder, and prior to commencing the Services under this bid, bidder shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder.

Successful bidder shall provide prior written notice to the District thirty (30) days in advance of any non-renewal, cancellation, or modification of the required insurance. The certificates of insurance providing the coverages referred to in clauses i. and ii. above shall name District, its Governing Board, officers, and employees, as additional insureds with appropriate endorsements. In addition, the certificates of insurance shall include a provision stating "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." Failure to maintain the above mentioned insurance coverages shall be cause for termination of the Agreement.

14. Anti-Discrimination. In connection with all work performed under this proposal, there shall be no unlawful discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, or medical condition. The successful bidder agrees to comply with applicable federal and state laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900 and Labor Code section 1735.

15. Hold Harmless/Indemnification. The successful bidder awarded the contract will be required to defend, indemnify, and hold harmless the District, its Governing Board, officers, agents, and employees as set forth in the Agreement.

16. Samples. ***Samples of food products will be required for evaluation and taste testing.*** Samples will be required to be delivered to the District at the bidder's expense. Bidders are hereby notified to have samples ready and submitted for prompt evaluation on the day and time of the proposal deadline. Requested samples which cannot be provided at that time may not be considered for award. All samples should be prepared and presented as they would be served to students.

Sample Requirements:

- **One large (16") whole wheat cheese pizza, sliced into 8 equal pieces**
- **One large (16") whole wheat pepperoni pizza, sliced into 8 equal pieces**
- **One large (16") whole wheat veggie pizza, sliced into 8 equal pieces**

17. Taste Testing. The evaluation committee will rate samples based on the following:

Taste/Flavor	Great taste and flavorful	Acceptable	Flavor was not appealing
Appearance of Packaging	Great	Acceptable	Unappealing
Appearance of Food Item	Appetizing	Acceptable	Unappetizing
Aroma/Smell	Wonderful Aroma	Acceptable Aroma	Aroma not appealing/ Unappetizing
Overall Quality	Extremely Acceptable	Acceptable	Unacceptable
Do you think this product would be purchased by students?	**YES**	**MAYBE**	**NO**

18. Deviations from Proposal Terms and Conditions. Deviations from any proposal term or condition may cause a proposal to be rejected as nonresponsive. All deviations must be

clearly noted at time of proposal submission. If not noted, the assumption is that bidder is bidding as specified.

19. Sales Tax. Do not include California Sales or Use Taxes in unit prices.

20. Delivery. All items are to be proposed in ready for use condition. Destination will be designated within the boundaries of the Newport Mesa Unified School District. Actual delivery dates should be coordinated with the District. All deliveries shall be accompanied by two (2) copies of an invoice. Upon award of proposal, the successful bidder(s) shall keep sufficient stocks of product and service material to ensure prompt delivery and service schedules. There shall be no minimum quantities required in order for the District to place orders for needed items. **Propose all items F.O.B., Newport Mesa Unified School District site locations.**

21. Drug-Free Workplace Certification. Pursuant to Government Code section 8350 et seq., the successful bidder will be required to execute a Drug-Free Workplace Certification upon execution of the Agreement. The bidder will be required to take positive measures outlined in the certification in order to ensure the presence of a drug-free workplace. Failure to abide with the conditions set forth in the Drug-Free Workplace Act could result in penalties including termination of the Agreement or suspension of payment thereunder.

22. Noncollusion Declaration. In accordance with the provisions of Section 7106 of the Public Contract Code, each proposal must be accompanied by a Noncollusion Declaration.

23. Tobacco Use Policy. Bidder has been advised and is aware that District has adopted a Board Policy which prohibits the use of tobacco products, including smokeless tobacco, anywhere on District property. Bidder shall be responsible for the enforcement of District's tobacco-free policy among all bidder's employees and subcontractors while on District property. Bidder understands and agrees that should any employee of bidder violate the District's Board Policy after having already been warned once for violating District's tobacco-free policy, bidder shall remove the individual for the duration of the Agreement. Bidder shall not be entitled to any additional compensation and/or time in completing the work for such removal.

24. Criminal Records Check. The successful bidder will be required to comply with the applicable requirements of Education Code section 45125.1 with respect to fingerprinting of employees and must complete the District's Criminal Records Check Certification.

25. Protest. Bidders may protest the recommended award, provided the protest is in writing, contains the proposal number, is delivered to the address listed for submission of proposal documents, and is submitted within five (5) calendar days of the closing proposal deadline. Grounds for a protest is that the District failed to follow the selection procedures and adhere to requirements specified in the RFP documents or any addenda or amendments; there has been a violation of conflict of interest as provided in California Government Code Section 87100 et. Seq. or violation of any State or Federal law. Protest will not be accepted on any other grounds. All protest will be handled by a panel comprised of District Staff. The District will consider only these specific issues addressed in the written protest. A written response will be directed to the protesting bidder within five (5) calendar days of the receipt of the protest, advising the decision with regard to the protest and the basis for the decision.

26. References. Bidders shall list a minimum of five (5) references where bidder has successfully provided the similar type(s) of goods and services to another large school district or public agency at the similar size and scope as Newport Mesa Unified School District. At least three (3) of the references should be for a school district. All references shall include full district/agency name, address, phone number, management contact, and description of work completed. District reserves the right to contact all references. Failure by bidder to provide references with its proposal submittal may result in rejection of proposal by District as nonresponsive. The District reserves the right to obtain from any or all sources information concerning bidders which the District deems pertinent and to consider such information in evaluating the bidder's proposal.

27. Debarment, Suspension, and Other Responsibility Matter. As required by Executive Order 12549, Debarment & Suspension, and implemented at 34 CFR Part 85, Bidder must certify that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions with any federal department or agency. Submission of a signed proposal in response to this solicitation is certification that Bidder is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. Submission is also agreement that Newport Mesa Unified School District will be notified of any change in this status. Certification of Primary Participant regarding Debarment, Suspension, and other Responsibility Matters and Certification of Restriction on Lobbying must be completed and submitted at the time of the proposal due date, or the bidder may be declared as nonresponsive.

28. Public Information. All materials received by the District in response to this RFP shall be made available to the public. If any part of a bidder's material is proprietary or confidential, the bidder must identify and so state, and be submitted separate of the proposal documents. Any bidder information used to aid in proposal selection must not be restricted from the public.

29. District's Right to Choose. The District shall be the sole judge as to the requirements needed by their schools, students, and employees for the requested services being provided by the bidder.

30. Buy American - Domestic/Foreign Products. The USDA, Food and Nutrition Services encourages specifications using Federal funds to require 100% domestically grown and processed products. The exceptions to the Buy American requirements that State DOE may consider are:

a. The product is not produced or manufactured in the U.S. in sufficient quantities and are reasonably available in quantities of a satisfactory quality.
b. Competitive research and bids reveal the costs of the U.S. product are significantly higher than the non-domestic product

This requirement will be strictly adhered to. Any bidder intending to provide products produced or grown in a foreign country must include such information on their proposal submission. Bidders offering product and/or product ingredients manufactured or grown in the United States may be given priority for usage under this solicitation. Failure to include such information on the proposal submission can result in product rejection at the bidder's expense. If bidder is quoting on a foreign product, it must be noted on the proposal and the reason for bidding a foreign product must be disclosed.

If a domestic product is not available, the successful bidder must contact the District Nutrition Services Director.

31. Substitution/Inspection. All items delivered to the District shall be subject to inspection and rejection by the District. The District may return at the bidder's expense any item which fails to meet the conditions of the proposal. Such items shall be considered as rejected and promptly replaced by the bidder. No payment shall be required until replacement is complete. Any item or product damaged in shipment may be refused by the District and may be returned at the bidder's expense. The successful bidder understands that substitutions deviating from the Buy American provision will not be accepted unless approved by the District and/or are either of the two (2) exceptions approved by the State DOE.

32. Product Formulation Statement. Bidders must complete the Product Formulation Statement for Documenting Meat/Meat Alternate and Grains. **Sheets need to be completed on the bidders' company letterhead for each item proposed and submitted with the proposal documents. The successful bidder must submit Product Formulation Statements on company's letterhead with an updated date, for every yearly extension mutually agreed upon and Board approved.**

33. Health Department Report. Bidder must submit a recent copy of a Health Department Report with the proposal documents.

PROPOSAL FORM

Name of Bidder: Papa John's Pizza
To: Newport Mesa School District, acting by and through the Board of Trustees, herein called the "DISTRICT."

1. The undersigned bidder, having become familiarized with all the following documents including but not limited to the Notice Calling for Proposals, Calendar of Events, Information for Bidders, Proposal Form, Proposal Form Pricing Sheet, Noncollusion Declaration, Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters, Certification of Restriction on Lobbying, W-9, Product Formulation Statement for Meat/Meat Alternate, Product Formulation Statement for Grains, Agreement, Tobacco Use Policy, Workers' Compensation Certificate, Drug-Free Workplace Certification, Criminal Records Check Certification, all insurance requirements, General Conditions, Special Provisions, specifications, and all modifications, addenda and amendments, if any (hereinafter Proposal Documents), the local conditions affecting the performance of the work at the place where the work is to be done, hereby proposes and agrees to be bound by all the terms and conditions of the Proposal Documents and agrees to perform, within the time stipulated, the work, including all of its component parts, and everything required to be performed, and to provide and furnish and pay for any and all of the labor, materials, supplies, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the work and complete in a good workmanlike manner all of the work required in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the work, in connection with the following:

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all in strict conformity with the Proposal Documents, including Addenda Nos. ____, _____, _____, on file at the office of the District pursuant to the sums as set forth in the Proposal Form Pricing Sheet.

2. It is understood that the District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals or in the bidding process. Bidder agrees that this proposal shall remain open and not be withdrawn for the period specified in the Information for Bidders.

3. The initial term of the Agreement is in full force and effect from November 18, 2024 through November 17, 2025. The term of the Agreement may be extended upon mutual consent of District and successful bidder(s) for an additional two (2) one (1) year periods in accordance with provisions contained in the Education Code section 17596 (K-12). The maximum term of the Agreement is three (3) years.

4. It is understood and agreed that if written notice of the award of a contract is mailed, faxed, or delivered to the bidder, the bidder will execute and deliver to DISTRICT the Agreement and will also furnish and deliver to the District certificates and endorsements of insurance, the Workers' Compensation Certificate, Tobacco Use Policy, Drug-Free Work Place Certification,

and the Criminal Records Check Certification within five (5) calendar days of the notice of award of the Agreement, or as otherwise requested in writing by District.

5. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder as stated in Section 6.

6. The name(s) of all persons interested in the proposal as principals are as follows:

Name	Address	Phone/ Email
Rachelle Putt	32 Edelman, Irvine, CA 92618	951-217-2071 / rjocorachelle@hotmail.com
Wasim Rahman	Same	909-262-0973 wckhan2@aol.com
Omar Boukaio	Same	949-616-9336 boukaio@yahoo.com

7. The bidder hereby warrants that the bidder has all appropriate licenses and/or permits to perform the work as specified in the proposal documents and that such licenses and permits will be in force and effect throughout the Agreement.

8. In submitting this proposal, the bidder offers and agrees that if the proposal is accepted, it will assign to the District all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Business & Professions Code section 16700 et seq.) arising from purchases of goods, materials, or services by the bidder for sale to the District pursuant to the proposal. Such assignment shall be made and become effective at the time the District tenders final payment under the contract. (Public Contract Code section 7103.5; Government Code sections 4450, 4451 and 4552).

9. The bidder hereby certifies that it is, and at all times during the performance of work hereunder shall be, in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and the bidder shall indemnify, hold harmless and defend the District against any and all actions, proceedings, penalties or claims arising out of the bidder's failure to comply strictly with the IRCA.

10. It is understood and agreed that if requested by District, the bidder shall furnish a notarized financial statement, references, and other information required by District sufficiently comprehensive to permit an appraisal of bidder's ability to perform the work.

11. **It is understood and agreed by the bidder that time is of the essence.**

12. The required noncollusion declaration is attached as required by Public Contract Code section 7106. Bidder understands and agrees that failure to submit a completed and signed declaration will render the bidder automatically nonresponsive.

13. Bidder shall certify compliance in providing the following by checking below:

☑ Product Recall Program
- **A copy of the bidders' Product Recall Program must be submitted with proposal.**

☑ Disaster Contingency Plan
- **A copy of the bidders Disaster Contingency Plan must be submitted with proposal.**

☑ Food Security and Safety Program
- **A copy of the bidders Food Security and Safety Program must be submitted with proposal.**

14. The required Product Formulation Statements for Meat/Meat Alternate and Grains have been fully completed and are/is attached hereto.

15. A recent copy of the bidder's health department report is attached hereto.

16. All foods meet the USDA's "All Foods Sold in Schools" Nutrition Standards.

17. Buy American - Domestic/Foreign Products. The USDA, Food and Nutrition Services encourages specifications using Federal funds to require 100% domestically grown and processed products. The exceptions to the Buy American requirements that State DOE may consider are:

a. The product is not produced or manufactured in the U.S. in sufficient quantities and are reasonably available in quantities of a satisfactory quality.
b. Competitive research and bids reveal the costs of the U.S. product are significantly higher than the non-domestic product.

This requirement will be strictly adhered to. Any bidder intending to provide products produced or grown in a foreign country must include such information on their proposal submission. Bidders offering product and/or product ingredients manufactured or grown in the United States may be given priority for usage under this solicitation. Failure to include such information on the proposal submission can result in product rejection at the bidder's expense. If bidder is quoting on a foreign product, it must be noted on the proposal and the reason for bidding a foreign product must be disclosed.

The successful bidder understands that substitutions deviating from the Buy American provision will not be accepted unless approved by the District and/or are either of the two (2) exceptions approved by the State DOE.

18. Failure to complete the Proposal Form and Proposal Form Pricing Sheet in its entirety will render a bidder nonresponsive.

19. List of References. Please provide references of school districts and/or any public agencies that bidder has contracted with to provide Fresh Pizza and Delivery Services.

1. Name: Irvine USD
Address and Telephone: 5050 Barranca Pky, Irvine, CA 92604
949-936-6565
Contact Person: Jill Hartstein
Description of Product: Fresh Hot Pizza Delivery

2. Name: Tustin USD
Address and Telephone: 300 South "C" st, Tustin, CA 92780
714-730-7301 X 51396
Contact Person: Mark Chavez
Description of Product: Fresh Hot Pizza Delivery

3. Name: Placenita - Yorba Linda USD
Address and Telephone: 4999 Casa Loma Ave, Yorba Linda, CA 92886
714-985-8610
Contact Person: Suzanne Morales
Description of Product: Fresh Hot Pizza Delivery

4. Name: Garden Grove USD
Address and Telephone: 10331 Stanford Ave, Garden Grove, CA 92840
714-663-6155
Contact Person: Agnes Lally
Description of Product: Fresh Hot Pizza Delivery

5. Name: Cypress SD
Address and Telephone: 9470 Moody St, Cypress, CA 90630
714-220-6948
Contact Person: Parisa Shukla
Description of Product: Fresh Hot Pizza Delivery

PROPOSAL FORM PRICING SHEET

Product specifications are based on products and pack sized currently in use. Alternate pack sizes may be accepted when pack size specified is not available. Some specific brands and specifications shown have been established by the District based on the District's research and expertise, popularity of the food item, and/or brand name recognition; therefore, alternates may not be considered in circumstances where the menu, recipe, or sales may be affected. The District's Nutrition Services Department Director will be the sole judge as to whether such alternate products are, in fact, substantially equal to the specifications set forth herein and whether such deviations are acceptable to the District.

- **Bidder must submit a completed Product Formulation Statement on Company letterhead for Meat/Meat Alternate and Grains or a Child Nutrition (CN) Label in School Meals with proposal at time of opening.**
- **Bidder must submit Nutrition Fact label, product label, product ingredients and allergens.**

Vendor should insert "No Bid" on line items that cannot be provided or will not be bid on.

Line Item	Description	Estimated Annual Usage	Unit Price	Total
	Whole Pizza			
1	16" Cheese Pizza **8 Equal Slices**	8,000	$10.05	$80,400.00
2	16" Pepperoni Pizza **8 Equal Slices**	18,000	$10.05	$180,900.00
3	16" Veggie Pizza **8 Equal Slices**	2,000	$10.05	$20,100.00
4	14" Cheese Pizza **8 Equal Slices**	32,400	$9.05	$293,220.00

Product formulation for Fresh Pizza is as follows (per slice of pizza):

1. 2M/MA Equivalence (two ounces meat and/or meat alternative – ie. cheese, pepperoni).
2. 2-ounce equivalent whole grain rich.

Requirements for Fresh Pizza:

- Deliveries must be made within 30 minutes of meal service.
- Some sites may require two (2) deliveries per day.
- Temperatures must be above 135 degrees Fahrenheit (135°F), delivered fresh, and hot in an insulated carrier/warmer.
- Drivers will be required to deliver product to the designated area of each school cafeteria as requested by the Site Supervisor/designee.
- It is anticipated that deliveries will be made daily to Middle and High Schools; elementary schools, deliveries will be made approximately 2 times per month.

The undersigned hereby declares that all of the representations of this proposal are made under penalty of perjury under the laws of the State of California.

Individual Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

_____

Telephone: _____

****

Partnership Name: _____

Signed by: _____

Print Name: _____

Date: _____

Business Address: _____

_____

Telephone: _____

Other Partner(s): _____

****

Corporation Name: Slice of SoCal, Inc dba Papa Johns Pizza

(a California C Corporation[1])

Business Address: 32 Edelman, Irvine, CA 92618

_____

Telephone: 949-616-9336, President Date: 10-8-24

Signed by: Omar Boukaiou, President Date: 10-8-24

Print Name: [signature], President Date: 10-8-24

Signed by: Wasim Rahman, Secretary Date: 10-8-24

Print Name: [signature], Secretary

[Seal]

****

[1] A corporation awarded the contract shall furnish evidence of its corporate existence and evidence that the officer signing the Agreement and bonds is duly authorized to do so.

Joint Venturer

Name: _____

Signed by: _____, Joint Venturer

Print Name: _____

Date: _____

Business Address: _____

_____

Telephone: _____

Other Parties to Joint Venture:

If an individual: _____
(Name)

Signed by: _____

Print Name: _____

Date: _____

Doing Business as: _____

Business Address: _____

_____

Telephone: _____

If a Partnership: _____
(Name)

Signed by: _____, Partner

Print Name: _____

Date: _____

Business Address: _____

_____

Telephone: _____

If a Corporation: _____
(a _____ Corporation)

Signed by: _____

Print Name: _____

Title: _____

Date: _____

Business Address: _____

_____

Telephone: _____

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL

(Public Contract Code section 7106)

The undersigned declares:

I am the School Lunch Director of Papa Johns Pizza the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder. All statements contained in the proposal are true. The bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true
and correct and that this declaration is executed on 10-8-24 [date], at Mohave Valley [city], AZ [state].

R Putt
Signature

Rachelle Putt
Print Name

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Papa John's Pizza
Firm name/principal
certified to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department agency;

2. Have not within a three-year period preceding this proposal been convicted of a or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause of default?

If unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT Papa John's Pizza
Firm name/principal

CERTIFIED OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET SEQ. ARE APPLICABLE THERETO.

R Pratt
Signature and Title of Authorized Official

CERTIFICATION OF
RESTRICTIONS ON LOBBYING

I, Rachelle Putt, hereby certify on behalf (name of offeror) of Papa John's Pizza that:

(Firm name)

1. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer of employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the attached, Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in all subcontracts, and that all subcontracts shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Executed this 8th day of October, 2024.

By R Putt
(Signature of authorized official)

School Lunch Director
(Title of authorized official)

Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name:_____ Code No.:_____

Manufacturer:_____Case/Pack/Count/Portion/Size:_____

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Description of Creditable Ingredients per Food Buying Guide (FBG)	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Servings Per Unit	Creditable Amount *
		X		
		X		
		X		
A. Total Creditable M/MA Amount[1]				

*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Description of APP, manufacture's name, and code number	Ounces Dry APP Per Portion	Multiply	% of Protein As-Is*	Divide by 18**	Creditable Amount APP***
		X		÷ by 18	
		X		÷ by 18	
		X		÷ by 18	
B. Total Creditable APP Amount[1]					
C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest ¼ oz)					

*Percent of Protein As-Is is provided on the attached APP documentation.
**18 is the percent of protein when fully hydrated.
***Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
[1]Total Creditable Amount must be rounded **down** to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do **not** round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased _____

Total creditable amount of product (per portion) _____
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

_____ _____
Signature Title

_____ _____ _____
Printed Name Date Phone Number

Soy Company X

Soy Protein Concentrate
Product Y

Documentation for Company X Product(s) Used as Alternate Protein Products (APP) for Child Nutrition Programs

a) Company X certifies that Product Y meets all requirements for APP intended for use in foods manufactured for Child Nutrition Programs as described in Appendix A of 7 CFR 210, 220, 225, and 226.

b) Company X certifies that Product Y has been processed so that some portion of the non-protein constituents have been removed by fractionating. This product is produced from soybeans by removing the majority of the soybean oil and some of the other non protein constituents.

c) The Protein Digestibility Corrected Amino Acid Score (PDCAAS) for Product Y is 0.99. It was calculated by multiplying the lowest uncorrected amino acid score by true protein digestibility as described in the Protein Quality Evaluation Report from the Joint Expert Consultation of the Food and Agriculture Organization/World Health Organization of the United Nations, presented December 4-8, 1989, in Rome, Italy. The PDCAAS is required to be greater than 0.8 (80% of casein).

d) The protein level of Product Y is at least 18% by weight when fully hydrated at a ratio of 2.43 parts water to one part product.

e) The protein level of Product Y is certified to be at least 61.8% on an "as-is" basis for the as-purchased product. (*Note: Protein is often provided on a moisture free basis (mfb) which is not the information FNS requires.*)

All of the above information is required for APP and must be presented for approval.

Note: *It is also helpful to have the ingredient statement for product Y. For example, if the product is uncolored and unflavored the ingredient statement might be "soy protein concentrate" or if the product is colored and textured the ingredient statement might be "textured vegetable protein (soy flour, caramel color)"*

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grams of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name: _____ Code No.: _____

Manufacturer: _____ Serving Size _____
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria: Yes____ No____
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non- creditable grains: Yes____ No____ **How many grams:**____
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grain per oz eq; Group H uses the standard of 28grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate to which Exhibit A Group (A-I) the Product Belongs:_____

Description of Creditable Grain Ingredient*	**Grams of Creditable Grain Ingredient per Portion[1] A**	**Gram Standard of Creditable Grain per oz equivalent *(16g or 28g)*[2] B**	**Creditable Amount A ÷ B**
Total Creditable Amount[3]			

*Creditable grains are whole-grain meal/flour and enriched meal/flour.
[1] (Serving size) **X** (% of creditable grain in formula). Please be aware that serving sizes other than grams must be converted to grams.
[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.
[3]Total Creditable Amount must be rounded ***down*** to the nearest quarter (0.25) oz eq. Do ***not*** round up.

Total weight (per portion) of product as purchased _____
Total contribution of product (per portion) _____ oz equivalent

I certify that the above information is true and correct and that a ___ ounce portion of this product (ready for serving) provides___ oz equivalent Grains. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

_____ _____
Signature Title

_____ _____ _____
Printed Name Date Phone Number

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
Crediting Standards Based on Revised Exhibit A
weights per oz equivalent

School Food Authorities (SFAs) should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on previous standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 30-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu planner.

Product Name:_____ Code No.:_____

Manufacturer: _____ Serving Size:_____

I. Does the product meet the Whole Grain-Rich Criteria: Yes____No____
(Refer to SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program.)

II. Does the product contain non- creditable grains: Yes____ No____ **How many grams:** ____
(Products with more than 0.24oz equivalent or 3.99 grams for Groups A-G and 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. Use Policy Memorandum SP 30-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Please be aware that different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16 grams creditable grain per oz eq; Group H uses the standard of 28 grams creditable grain per oz eq; and Group I is reported by volume or weight.)*
Indicate which Exhibit A Group (A-I) the Product Belongs: _____

Description of Product per Food Buying Guide	Portion Size of Product as Purchased A	Weight of one ounce equivalent as listed in SP 30-2012 B	Creditable Amount A ÷ B
Total Creditable Amount[1]			

[1] Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased _____
Total contribution of product (per portion)_____ oz equivalent

I further certify that the above information is true and correct and that a ___ ounce portion of this product (ready for serving) provides ___ oz equivalent Grains. I further certify that non-creditable grains **are not** above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

_____ _____
Signature Title

_____ _____ _____
Printed Name Date Phone Number

GENERAL CONDITIONS

Elementary Schools	
Adams (TK-6)	2850 Club House Road, Costa Mesa CA 92626
Andersen (TK-6)	1900 Port Seabourne Way, Newport Beach Ca 92660
California (TK-6)	3232 California Street, Costa Mesa CA 92626
College Park (TK-6)	2380 Notre Dame Road, Costa Mesa CA 92626
Davis Magnet School (K-6)	1050 Arlington Drive, Costa Mesa CA 92626
Eastbluff (TK-6)	2627 Vista del Oro, Newport Beach CA 92660
Harbor View (TK-6)	900 Goldenrod Avenue, Corona del Mar CA 92625
Kaiser (3-6)	2130 Santa Ana Ave, Costa Mesa CA 92627
Killybrooke (TK-6)	3155 Killybrooke Lane, Costa Mesa CA 92626
Lincoln (TK-6)	3101 Pacific View Drive, Corona del Mar CA 92625
Mariners (TK-6)	2100 Mariners Drive, Newport Beach CA 92660
Newport (TK-6)	1327 W. Balboa Blvd., Newport Beach CA 92660
Newport Coast (TK-6)	6655 Ridge Park Road, Newport Coast CA 92657
Newport Heights (TK-6)	300 E. 15th Street, Newport Beach CA 92663
Paularino (TK-6)	1060 Paularino Avenue, Costa Mesa CA 92626
Pomona (TK-6)	2051 Pomona Avenue, Costa Mesa CA 92627
Rea (TK-6)	661 Hamilton Avenue, Costa Mesa, CA 92627
Sonora (TK-6)	966 Sonora Road, Costa Mesa, CA 92626
Victoria (TK-6)	1025 Victoria Street, Costa Mesa, CA 92627
Whittier (TK-6)	1800 Whittier Avenue, Costa Mesa, CA 92627
Wilson (TK-6)	801 Wilson Street, Costa Mesa, CA 92627
Woodland (TK-2)	2025 Garden Lane, Costa Mesa, CA 92627
Middle/High Schools	
Back Bay High School (9-12)	390 Monte Vista Avenue, Costa Mesa, CA 92627
Corona del Mar MS/HS (7-12)	2101 Eastbluff Drive, Newport Beach, CA 92660
Costa Mesa MS/HS (7-12)	2650 Fairview Road, Costa Mesa, CA 92626
Early College High (9-12)	2990 Mesa Verde Drive, Costa Mesa, CA 92626
Ensign Intermediate (7-8)	2000 Cliff Drive, Newport Beach, CA 92663
Estancia High School (9–12)	2323 Placentia Avenue, Costa Mesa, CA 92627
Monte Vista Independent	1003 Presidio Square,Costa Mesa, CA 92626
Newport Harbor High (9-12)	600 Irvine Avenue, Newport Beach, CA 92663
TeWinkle Middle School (7-8)	3224 California Street, Costa Mesa, CA 92626

SCOPE OF WORK:

Newport Mesa Unified School District ("District") is seeking vendors interested in supplying fresh delivered pizza directly to the schools listed above. Only fresh delivered pizza meeting the District Nutrition Standards as outlined will be approved. It is the vendor's responsibility to review the wellness policy and be familiar with its contents. **Any product that does not meet District Nutrition Standards will not be considered and may not be delivered at any time.**

1. ADD/ DELETE LOCATIONS: The District reserves the right to add or delete locations at its discretion at any time throughout the term of this proposal.

2. ADDITIONAL STORE COVERAGE: The District reserves the right to request the Successful Bidder to provide additional store coverage to provide fresh pizza and delivery if and when the District deems necessary.

3. NO MAXIMUM OR MINIMUM QUANTITIES: The District does not guarantee that a minimum or maximum amount will be purchased. Any quantities specified in this proposal are estimates only. Quantities are subject to change in order to meet the needs of the Nutrition Service Department as well as individual school needs. **No minimum order requirements may be imposed or will be allowed.**

4. PRICING/EXTENSIONS: Quoted prices must stay in effect for one (1) year after award of proposal. The District shall grant, upon written request, a price adjustment to compensate for inflation; this adjustment must be requested prior to April 30th of each year for the upcoming renewal year. The adjustment will be effective upon renewal of the contract and shall not exceed the percentage of change in the Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim areas for the period ending March 31st of the given contract renewal.

5. PRODUCT RECALL: Successful bidder shall bear the cost incurred by the District resulting from product recall, including but not limited to, any cost initially incurred for storage and transportation; pickup, transportation and storage of recalled product(s); and price differential for replacement product, if necessary and approved by the District. Payment or credit for all cost directly related to product recall shall be made with 30 days.

6. NO ASSIGNMENT: The successful bidder shall not assign, transfer, or convey the contract which may be awarded, or any right accruing there-under, title or interest therein, funds to be received hereunder, or any power to execute the same.

7. POSTPONEMENTS/DELAYS: The successful Bidder must have a contingency plan in place for immediate recovery should a truck breakdown or other delay(s) occur during any

delivery day. If a delay occurs, the successful bidder will be responsible for contacting the Nutrition Services Department and each individual Site Supervisor affected by the delay. It is requested that the successful bidder meet with the Nutrition Services Department Director to outline the proposed delivery routing prior to implementation or upon a change in routes or delivery days.

8. DELIVERIES: Deliveries are to be F.O.B. (Free On Board) destination. All deliveries shall require inside delivery and are to be placed in designated areas/coolers, as specified, by the Site Supervisor/designee. Delivery scheduling must be agreed to by the successful bidder and individual Site Supervisor/designee. Their criteria for delivery scheduling will be based on volume and equipment present at the site. Deliveries will be made daily (Monday through Friday). Any requests to deviate from the Site Supervisor's delivery times, must be made directly to the Nutrition Services Department Director.

9. WARRANTY OF ITEMS/GOODS:

a. Notwithstanding inspection and acceptance by the District of supplies/goods furnished under the contract or any provision of this contract concerning the conclusiveness thereof, the Successful bidder warrants that:

i. All items/goods or services furnished under this contract shall be in accordance with the District specifications as called out in this bid. The successful bidder shall furnish and deliver the quantity designated in the award of the bid. Any items/goods determined by the District's Nutrition Services Department Director to be not in accordance with or conforming to the specifications of the bid, shall be rejected and promptly removed from the District's premises at the successful bidder's expense. When a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the specifications or contract sample, the cost of such test shall be paid for by the successful bidder.

ii. The preservation, packaging, packing and marking, and the preparation for, and method of shipment of such items/goods will conform to the requirements of this contract.

b. Within a reasonable time, the District may either by written notice, require the prompt correction or replacement of any items/goods or part thereof (including preservation, packaging, packing and marking) that do not conform with the requirements of this contract or retain such items/goods, whereupon the contract price thereof shall be reduced by an amount equitable under the circumstances and the Successful bidder shall promptly make appropriate repayment.

c. When return, correction or replacement is required, the District shall return the items/goods and transportation charges and responsibility for such items/goods while in transit shall be borne by the Successful bidder. However, the successful bidder's liability for such transportation charges shall not exceed an amount equal to the cost of

transportation by the usual commercial method of shipment between the designated destination point under this contract and the Successful bidder's facility and return.

d. If the Successful bidders fails or refuses to correct or replace the nonconforming items/goods within a period of ten (10) days, the District may, by contract or otherwise, correct or replace them with similar items/goods and charge to the Successful bidder the cost occasioned to the District thereby. In addition, if the Successful bidder fails to furnish timely disposition instructions, the District may dispose of the nonconforming items/goods for the Successful bidder's account in a reasonable manner, in which case, the District is entitled to reimbursement from the Successful bidder or from the proceeds for the reasonable expenses of the care and disposition of the nonconforming items/goods, as well as for excess costs incurred or to be incurred.

e. Any items/goods or parts thereof corrected or furnished in replacement pursuant to this clause shall also be subject to all the provisions of this clause to the same extent as items/goods initially delivered.

f. The rights and remedies of the District provided in this clause are in addition to and do not limit any rights afforded to the District by any other clause of the contract.

10. DEFAULT: If successful bidder fails or neglects to furnish and/or deliver the supplies or services at the prices quoted or at the times and places agreed upon or otherwise fails to comply with the terms, conditions, or specifications of this proposal document in its entirety, the District reserves the right to cancel existing services affected by such default, and procure services from other sources and deduct from any unpaid balance due to the successful bidder. The price paid shall be considered the prevailing market price at the time such purchase is made.

11. FORCE MAJEURE: The parties to the Agreement shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing services by act of God, fire, pandemic, loss or shortage of facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

12. GOVERNING LAW: The laws of the State of California and the County of Orange shall govern all aspects of the proposal.

13. NO WAIVER: No waiver of a breach of any provision of the agreement by the District shall constitute a waiver of any other breach of such provision. Failure of the District and Successful bidder to enforce at any time, or from time to time, any provision of this agreement shall not be construed as a waiver thereof.

14. SEVERABILITY: If any provisions of the agreement shall be unlawful, void, or for any reason, unenforceable, it shall be deemed severable from, and shall in no way effect the validity or enforceability of the remaining provisions of this contract, which shall remain valid and enforceable according to its term.

15. INDEPENDENT CONTRACTOR: While engaged in carrying out and complying with the terms and conditions of the Agreement, the successful bidder shall be deemed an independent contractor and not an officer, agent, or employee of the District.

16. DAMAGE TO DISTRICT PROPERTY: The successful bidder shall be fully responsible for any damage to District property caused by its employees. Repairs or replacement, at the option of the District, shall be made by the successful bidder or by the District and charged to the bidder.

17. DRUG AND ALCOHOL TESTING: The successful bidder shall require that all drivers and other individuals who may come in contact with students be subject to drug and alcohol testing in accordance with the requirements of any federal, state, and local laws. The successful bidder shall keep a record of said information and shall provide such information to the District upon request.

The successful bidder shall notify the District immediately and in writing whenever any driver has tested positive for drugs or alcohol and shall immediately dismiss the driver from delivering to the District.

18. COMPLIANCE WITH OSHA: Successful bidder agrees that all item(s) offered comply with all applicable Federal and State Occupational Safety and Health Act, laws, standards and regulations, and that successful bidder will indemnify and hold the District harmless for any failure to so conform.

19. DRIVING ON PREMISES: The successful bidder's representative driving motor vehicles on the District's school grounds will use extreme caution, especially when school is in session. Drivers will lock any gate or door to which they may have access, both when entering and/or leaving school grounds. Any unusual conditions noted by drivers such as gates or doors found unlocked and/or opened, evidence of vandalism, etc., should be reported to the Newport Mesa Unified School District at (714) 424-5000.

20. RECORDS AND AUDIT:

a. The Successful bidder shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs claimed to have been incurred and anticipated to be incurred for the performance of this Agreement.

b. The Successful bidder shall preserve and make available its records to the District and/or other representative agencies having a financial interest in this Agreement including designees of the interested parties for a period of five (5) years from the date of expiration of this Agreement or until released in writing from this obligation by the District.

c. The Successful bidder is responsible for any audit discrepancies involving any deviation from the terms of this Agreement, and for any commitments or expenditures in excess of amounts allotted by the District.

21. CLAIMS: If the successful bidder shall claim compensation for any damage sustained by reason of the acts of the District or its agents, the successful bidder shall, within five (5) days after sustaining of such damage, make to the District a written statement of the damage sustained. On or before the 15th day of the month succeeding that in which such damage shall have been sustained, the successful bidder shall file with the District an itemized statement of the details and amount of such damage, and unless such statement shall be made as thus required, the successful bidder's claims for compensation shall be forfeited and invalidated and it shall not be entitled to consideration for payment on account of any such damage.

SPECIAL PROVISIONS

1. Nutrition Guidelines are based on current Federal and State guidelines and are subject to change during the term of the Agreement.

2. A complete nutritional fact label for one (1) individual serving including all ingredients and major food allergens used on the preparation of the product will be required. Information regarding school meal pattern requirements met by each product must be provided with the proposal at opening. Products must specify zero grams of trans-fat per serving (Public law no. 111-296, Healthy, Hunger-Free Kids Act of 2010).

3. Effective July 01, 2007, any entrée items sold a la carte in middle and high schools are limited to no more than 400 calories per serving and no more than 4 grams of fat per 100 calories.

4. **Product formulation for Fresh Pizza is as follows (per slice of pizza):**

   a. **2M/MA Equivalence (two ounces meat and/or meat alternative – ie. cheese, pepperoni)**
   b. **A minimum of 2 ounce equivalence whole grain rich**

   **** Bidder must submit a completed Product Formulation Statement on Company letterhead for Meat/Meat Alternate and Grains or a Child Nutrition (CN) Label in School Meals with proposal at time of opening. Bidder must submit Nutrition Fact label, product label, product ingredients and allergens. ** Successful bidder must submit Product Formulation Statements on company's letterhead with an updated date, for every yearly extension mutually agreed upon and Board approved.**

5. All pizzas must be delivered hot, freshly prepared, baked daily and delivered with an internal temperature of at least 135 degrees Fahrenheit (135°) in Food Grade insulated boxes printed with the company logo. Whenever possible, the district would like to use Environmentally Preferable Products (EPP). Deliveries shall be made within 30 minutes of meal service. **Some sites may require two (2) deliveries per day.**

6. **At least one (1) food item inside each transport unit must be time and temperature checked before departing the successful bidder's facility.**

7. **Two (2) copies of receipts and/or invoices will be submitted to the site upon delivery, successful bidder's driver shall remain onsite while District staff note the time and temperature details of one (1) food item.**

8. The set-up of orders and delivery times may vary per school. Successful bidder(s) must work with the Nutrition Services Department and/or school sites on both set-up and delivery.

9. It may be necessary that the successful bidder leave the pizza inside the insulated containers due to storage constraints at some locations. Successful bidder must supply warming bags to keep the pizza hot, if requested.

10. The successful bidder(s) shall be mindful of equal size slices during cutting in order to satisfy student customer preferences. Unequal/smaller than equal size slices will be removed and returned for full credit.

11. All products must be produced, processed, handled and distributed in accordance with the laws and regulations of the Orange County Health Department. The District reserves the right to inspect the plant and facilities of the bidder prior to or after award of contract. The bidder must display a valid Orange County Health Department permit. **A recent health department report from each store, if applicable, will be required to be submitted at the time of the proposal opening.**

12. The storage, preparation, handling, and delivery of the food products shall comply with all applicable health and safety laws and regulations. The successful bidder shall immediately notify the District in writing of any potential disease, illness, or recalls associated with the food product which stem from improper procedures or defective food product.

13. Products and packaging stated herein shall be produced under sanitary conditions; the plant shall meet sanitary requirements of Federal, State and City agencies.

14. No fuel surcharges will be levied during the term of this contract.

BUY AMERICAN CERTIFICATION

By the requirements of the Richard B. Russell National School Lunch Act's (NSLA) Buy American provision that school food authorities (SFAs) must follow these guidelines when purchasing food and food products for use in the Child Nutrition Programs. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a new provision, Section 12(n) of the NSLA [42 USC 1760(n)], requiring SFAs to purchase domestically grown and processed foods, to the maximum extent practicable.

Section 12(n) of the NSLA defines "domestic commodity or product" as one that is produced and processed in the United States substantially (greater than 51%) using agricultural commodities that are produced in the United States.

There is two situations which may warrant a waiver to permit purchases of foreign food products include: 1) the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; and 2) competitive bids reveal the costs of a U.S. product is significantly higher than the foreign product.

If Vendor offers a non-American product, Vendor must list the product below. Product is subject to review by District. If District declines a waiver, product will be awarded to the most qualified bidder meeting award criteria. District's decision on approval of foreign substitutions will be final.

Product Description	Country of Origin	Domestic Price	Non-American Price	Reason for Waiver
All Products are made in the USA				

Attach additional sheets if necessary.

Papa John's Pizza
Name of Contractor

10-8-24
Date

R Pratt
Signature of Authorized Official

School Lunch Director
Title

Better Ingredients.
Better Pizza.

School Lunch Proposal
2024-2024

Papa John's Pizza
Slice of SoCal, Inc
Rachelle Putt
School Lunch Director
32 Edelman
Irvine, Ca 92618
Phone 951-217-2071
Fax 951-369-3192
pjocorachelle@hotmail.com

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2024-2024
Newport Mesa USD

16” 8 or 10 cut Cheese, Pepperoni, Sausage
Or Veggie

$10.05 per whole pizza

14” 8 cut Cheese

$9.05 per whole pizza

We are pleased to provide Papa John’s Whole Grain dough for School Lunch to comply with the USDA changes in regulations regarding whole grain requirements

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Our Goal

Papa John's is committed to:

Better Ingredients, Better Pizza, Better School Lunch.
Providing Hot Delicious Pizzas to our schools, strengthening a relationship with the objective of helping our schools increase their lunch sales.

Disaster Contingency Plan

In the event of an emergency due to equipment failure, delivery problems, power failure, or product shortages, we have put together the following plan:

1. There are seven stores in which to pull from.
2. There are drivers that are prepared to move from one store to another if needed.
3. We have Two District Managers, which can help coordinate in any situation.

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Pizza Production

Our stores have double ovens. If needed, we will invest in a third oven at any of our locations. Our ovens can produce pizzas as follows:

120 14" pies an hour per oven yielding 240 pies an hour
105 16" pies an hour per oven yielding 210 pies an hour

We hire one designated driver per school site. Our manager and driver will visit school sites in advance to be prepared for delivery of product.

Liability Insurance

Liability Insurance will be issued upon acceptance of school lunch bid. Copies of current health inspection reports will always be available upon request.

HACCP

All of Papa John's stores have a Hazard Analysis Critical Control Point System in place. Copy of this is available upon request. All of our stores have an active pest control program in place.

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Customer Concerns

We pride ourselves on excellent service and accessibility. We have a system that addresses your concerns in a timely manner. You will be given the cell phone numbers of the District Manager, General Manager and School Lunch Program Director. All we ask is that you call the day of the concern and our supervisory staff will follow up with the store immediately to rectify the situation.

We have one contact person to take all school orders, thus we will be able to work around your lunch schedules. All we ask is that they email or call the day before so we can be properly staffed.

Southern California School Nutrition Association

We are proud to say that we are members of the Southern California School Nutrition Association.

COVID-19

We follow and keep updated daily with public health policies regarding COVID-19

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Product Recall Program

Procedure for product recall:

1. Receive the complaint.
2. Provide the complaint to knowledgeable staff for initial evaluation.
3. Determine the hazard and evaluate the safety concerns with the product.
4. Determine the product removal strategy appropriate to the threat and location.
5. Contact the appropriate regulatory authorities and schools.
6. Alert legal counsel, insurance, etc. as appropriate.
7. Maintain a log of the events of the recall including information such as dates, actions, communications, and decisions.

Food Security & Safety Program

All our employees receive a California food handler card through ServSafe and these cards are posted in the store's office.

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References

Huntington Beach City SD – Ashlin Connolly 714-378-2075
17011 Beach Blvd, Suite 560, Huntington Beach, Ca 92647

Fountain Valley SD – Suzanne Brown 714-843-3243
10055 Slater Ave, Fountain Valley, CA 92708

Cypress SD – Parisa Shukla 714-220-6948
9470 Moody St, Cypress, CA 90630

Fullerton SD – Michael Burns 714-447-7435
1401 W Valencia Dr, Fullerton, CA 92833

Irvine USD – Jill Hartstein 949-936-6525
5050 Barranca Pky, Irvine, CA 92604

Tustin USD – Mark Chavez 714-730-7301 ext. 51396
300 South "C" St, Tustin, CA 92780

Garden Grove USD – Agnes Lally 714-663-6155
10331 Stanford Ave, Garden Grove, CA 92840

Placentia-Yorba Linda USD – Suzanne Morales 714-985-8610
4999 Casa Loma Ave, Yorba Linda, CA 92886

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Local Store Locations

Store # 4174
1341 E Katella Ave
Orange, Ca 92868
714-538-6262

Store # 3316
15435 Jeffrey Rd., #114
Irvine, CA 92618
949-552-7272

Store # 3857
470 S Anaheim Hills Rd
Anaheim, Ca 92807
714-282-7272

Store # 2761
860 W 19th St.
Costa Mesa, Ca 92627
949-646-2111

Store # 1961
3316 S Bristol
Santa Ana, Ca 92704
714-432-7272

Store # 1871
1104 Irvine Blvd
Tustin, Ca 92780
714-832-7272

Store # 2517
18653 Yorba Linda Blvd
Yorba Linda, Ca 92886
714-970-7272

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Product Formulation Statement

Product Name:__14" Whole Wheat Lite Cheese – 8 slices____
Manufacturer:__Papa John's International, Inc.__ Portion:_1/8 pizza = 152.10 grams = 5.43 ounces_

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Lite Cheese	2.0525 oz/slice	X	1 oz	2.0525
Total Creditable Amount				2.00

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	22.11	16g	1.38
Enriched Flour (29.48%)	21.25	16g	1.32
			2.7
Total Creditable Amount			**2.50**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	0.76	X	14.4/16	0.684 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1/8 cup**

I certify that the above information is true and correct and that a _5.43_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _5.43_ ounce serving of the above product (ready for serving) contains _2.50_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _5.43_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

Tom Smith — Signature
Tom Smith — Printed Name

Dir of Culinary — Tit8e
2/12/2024 — Date

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1.800.659.3742 www.esha.com info@esha.com

PJSL 14" Whole Wheat Lite Cheese - 8 slices

Number of Servings: 8 (152.1 g per serving)
Weight: 1216.76 g

Amount	Measure	Ingredient	Comments
20.35	oz	Papa John's Wheat Crust for Schools	
6.15	oz	PJ - Pizza Sauce	
16.42	oz	Lite Cheese	

Nutrition Facts

Serving Size 1 Serving (152g)
Servings Per Container 8

Amount Per Serving

Calories 310	Calories from Fat 90
	% Daily Value*
Total Fat 10g	15%
Saturated Fat 4g	20%
Trans Fat 0g	
Cholesterol 20mg	7%
Sodium 620mg	26%
Total Carbohydrate 38g	13%
Dietary Fiber 4g	16%
Sugars 5g	
Protein 20g	

Vitamin A 10% • Vitamin C 6%
Calcium 50% • Iron 10%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs

		2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Garlic, Gluten.

Ingredients: Papa John's Wheat Crust for Schools (Water, Whole Wheat Flour Whole Wheat Flour (White Winter Wheat), Flour Unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), Sugar, Soybean Oil, Salt, yeast), Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate., PJ - Pizza Sauce Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices (oregano, black pepper, basil), garlic, extra virgin olive oil and citric acid.

Notes:

The wheat crust is made from 51% whole wheat flour.
1 - 14" wheat doughball (20.35 ounces)
1 spoodle pizza sauce (6.15 ounces)
4 1/2 cups lite cheese

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Product Formulation Statement

Product Name:___14" Whole Wheat Pepperoni Lite Cheese – 8 slices__
Manufacturer:__Papa John's International, Inc._ Portion:_1/8 pizza = 155.57 g = 5.55 ounces_____

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (Lite)	1.825 oz/slice	X	1 oz	1.825
Ground, Pork (Less than 24% fat)	0.0989	X	0.73	0.07219
Ground , Beef (Less than 24% fat)	0.3188	X	0.73	0.23272
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	22.11	16g	1.38
Enriched Flour (29.48%)	21.25	16g	1.32
			2.7
Total Creditable Amount			**2.50**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	0.76	X	14.4/16	0.684 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1.8 cup**

I certify that the above information is true and correct and that a _5.55_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _5.55_ ounce serving of the above product (ready for serving) contains _2.50_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _5.55_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

Tom Smith Dir of Culinary
Signature Tit8e
Tom Smith 2/12/2024
Printed Name Date

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PJSL 14" Whole Wheat Pepperoni Lite Cheese - 8 slices

Number of Servings: 8 (155.57 g per serving)
Weight: 1244.54 g

Amount	Measure	Ingredient	Comments
20.35	oz	Papa John's Wheat Crust for Schools	
14.60	oz	Lite Cheese	
6.15	oz	PJ - Pizza Sauce	
2.80	oz	Pepperoni	

Nutrition Facts

Serving Size 8 (156g)
Servings Per Container

Amount Per Serving

Calories 350	Calories from Fat 120
	% Daily Value*
Total Fat 14g	22%
Saturated Fat 5g	25%
Trans Fat 0g	
Cholesterol 30mg	10%
Sodium 750mg	31%
Total Carbohydrate 38g	13%
Dietary Fiber 4g	16%
Sugars 5g	
Protein 21g	

Vitamin A 10%	• Vitamin C 6%
Calcium 45%	• Iron 15%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Garlic, Gluten, Mustard.

Ingredients: Wheat Crust: Water, whole wheat flour (White Winter Wheat), unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), sugar, soybean oil, salt, extra virgin olive oil, yeast, Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate,Pizza Sauce: Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, black pepper, basil], garlic, extra virgin olive oil and citric acid, Papa John's Pepperoni: Pork, Beef, Salt, Spices [red pepper, black pepper, fennel, anise, garlic, oregano, rosemary], natural flavoring [mustard and spice extractives (anise, black pepper, fennel, garlic, oregano, red pepper)], dextrose, lactic acid started culture, oleoresin of paprika, natural hickory smoke flavoring, sodium nitrite, citric acid.

Notes:

The pizza listed above, when portioned as directed, will provide the meal pattern equivalencies as noted. Our Wheat Crust is made from 51% Whole Wheat flour.

1 - 14" doughball (20.35 ounces)
1 spoodle pizza sauce (6.15 ounces)
3/4 clear cup cheese
42 slices pepperoni (2.80 ounces)

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Product Formulation Statement

Product Name:____14" Whole Wheat Italian Sausage Lite Cheese – 8 slices___
Manufacturer:__Papa John's International, Inc._ Portion:_1/8 pizza = 160.88 grams = 5.74 ounces_____

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (Lite)	1.825 oz/slice	X	1 oz	1.825
Pork, Ground (No more than 30% fat)	0.538	X	0.70	0.376
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	22.11	16g	1.38
Enriched Flour (29.48%)	21.25	16g	1.32
			2.7
Total Creditable Amount			**2.50**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	0.76	X	14.4/16	0.684 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1.8 cup**

I certify that the above information is true and correct and that a _5.74_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _5.74_ ounce serving of the above product (ready for serving) contains _2.50_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _5.74_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

__Tom Smith_____ Dir of Culinary
Signature Tit8e
Tom Smith 2/12/2024
Printed Name Date

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PJSL 14" Whole Wheat Sausage Lite Cheese - 8 slices -

Number of Servings: 8 (160.88 g per serving)
Weight: 1287.07 g

Amount	Measure	Ingredient	Comments
20.35	oz	Papa John's Wheat Crust for Schools	
6.15	oz	PJ - Pizza Sauce	
14.60	oz	Lite Cheese	
4.30	oz	Pork Sausage	

Nutrition Facts

Serving Size 1 Slice (161g)
Servings Per Container 8

Amount Per Serving	
Calories 360	Calories from Fat 130
	% Daily Value*
Total Fat 15g	23%
Saturated Fat 5g	25%
Trans Fat 0g	
Cholesterol 30mg	10%
Sodium 750mg	31%
Total Carbohydrate 35g	13%
Dietary Fiber 4g	16%
Sugars 5g	
Protein 20g	
Vitamin A 8% •	Vitamin C 6%
Calcium 45% •	Iron 15%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Gluten, Mustard.

Ingredients: Papa John's Wheat Crust for Schools (Water, Whole Wheat Flour Whole Wheat Flour (White Winter Wheat), Flour Unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), Sugar, Soybean Oil, Salt, yeast), Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate., PJ - Pizza Sauce Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, black pepper, basil], garlic, extra virgin olive oil and citric acid, Cooked Sausage: Pork, Water, Seasoning (Salt, Spices, Sugar, Mustard Seed, Spice Extractives), Salt..

Notes:

The pizza listed above, when portioned as directed, will provide the meal pattern equivalencies as noted. Our Wheat Crust is made from 51% Whole Wheat flour. The nutritional information listed may vary depending on location and/or supplier base.

1 - 14" doughball (20.35 ounces)
1 spoodle pizza sauce (6.15 ounces)
1 large yellow cup sausage (4.30 ounces)
4 clear cups cheese (14.6 ounces)

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Product Formulation Statement

Product Name:___14" Whole Wheat Garden Fresh Lite Cheese – 8 slices___
Manufacturer:__Papa John's International, Inc._ Portion:_1/8 pizza = 180.52 grams = 6.44 ounces_____

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (Lite)	2.0525 oz/slice	X	1 oz	2.0525
		X		
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	22.11	16g	1.38
Enriched Flour (29.48%)	21.25	16g	1.32
			2.7
Total Creditable Amount			**2.50**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	0.76	X	14.4/16	0.684 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1.8 cup**

I certify that the above information is true and correct and that a _6.44_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _6.44_ ounce serving of the above product (ready for serving) contains _2.50_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _6.44_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

__Tom Smith_____ Dir of Culinary
Signature Tit8e
___Tom Smith_____ __2/12/2024__
Printed Name Date

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PJSL 14" Whole Wheat Garden Fresh Lite Cheese - 8 slices - FB

Number of Servings: 8 (180.32 g per serving)
Weight: 1444.12 g

Amount	Measure	Ingredient	Comments
20.35	oz	Papa John's Wheat Crust for Schools	2.5 ounces Grains
6.15	oz	PJ - Pizza Sauce	1/8 Fruit/Veggie Alternative
1.94	oz	mushrooms, crimini, fresh, sliced	
1.23	oz	bell pepper, green, fresh, strips	
2.31	oz	Roma tomatoes	
16.42	oz	Lite Cheese	2.0 ounces Meat/Meat Alternative
1.33	oz	onion, yellow, fresh, sliced	
1.21	oz	PJ - Black Olives	

Nutrition Facts

Serving Size 1 Serving (181g)
Servings Per Container 8

Amount Per Serving

Calories 330	Calories from Fat 90
	% Daily Value*
Total Fat 10g	15%
Saturated Fat 4g	20%
Trans Fat 0g	
Cholesterol 20mg	7%
Sodium 640mg	27%
Total Carbohydrate 39g	13%
Dietary Fiber 4g	16%
Sugars 5g	
Protein 21g	
Vitamin A 10% •	Vitamin C 15%
Calcium 50% •	Iron 20%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Gluten, Onion.

Ingredients: Papa John's Wheat Crust for Schools (Water, Whole Wheat Flour Whole Wheat Flour (White Winter Wheat), Flour Unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), Sugar, Soybean Oil, Salt, yeast), Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate., PJ - Pizza Sauce Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, black pepper, basil], garlic, extra virgin olive oil and citric acid, Roma tomatoes Roma tomatoes, Crimini Mushrooms, Onion, Bell Pepper, PJ - Black Olives Ripe olives, water, salt.

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Product Formulation Statement

Product Name:___16" Whole Wheat Lite Cheese – 8 slices (25-ounce doughball)
Manufacturer: Papa John's International, Inc.__ Portion:_1/8 pizza = 175.8 grams = 6.27 ounces_

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (lite)	2.052 oz/slice	X	1 oz	2.052
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	27.18	16g	1.69
Enriched Flour (29.48%)	26.12	16g	1.63
Total Creditable Amount			**3.25**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	1.025	X	14.4/16	0.9225 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1/8 cup**

I certify that the above information is true and correct and that a _6.27_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _6.27_ ounce serving of the above product (ready for serving) contains _3.25 ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _6.27_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

Tom Smith _____ __ Director of Culinary___
Signature Title
___Tom Smith _____ __2/12/2024___
Printed Name Date

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0000 - PJSL 16" Whole Wheat Lite Cheese - 25 - 8 slices

Number of Servings: 8 (175.8 g per serving)
Weight: 1406.42 g

Amount	Measure	Ingredient	Comments
25.00	oz	Papa John's Wheat Crust for Schools	16" doughball - 25 ounces
8.20	oz	PJ - Pizza Sauce	1/8 cup Fruit/Veggie Alternative
16.41	oz	Lite Cheese	4.5 cups cheese

Nutrition Facts

Serving Size 1 Slice (176g)
Servings Per Container 8

Amount Per Serving

Calories 360	Calories from Fat 90
	% Daily Value*
Total Fat 11g	17%
Saturated Fat 4g	20%
Trans Fat 0g	
Cholesterol 20mg	7%
Sodium 720mg	30%
Total Carbohydrate 46g	15%
Dietary Fiber 4g	16%
Sugars 6g	
Protein 22g	

Vitamin A 10% • Vitamin C 8%
Calcium 50% • Iron 15%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

		Calories	2,000	2,500
Total Fat	Less than		65g	80g
Saturated Fat	Less than		20g	25g
Cholesterol	Less than		300mg	300mg
Sodium	Less than		2,400mg	2,400mg
Total Carbohydrate			300g	375g
Dietary Fiber			25g	30g

Calories per gram
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Garlic, Gluten.

Ingredients: Whole Wheat Flour (White Winter Wheat), Water, unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), Sugar, Soybean Oil, Salt, yeast, Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate., Pizza Sauce: Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, blackpepper, basil], garlic, extra virgin olive oil and citric acid

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Product Formulation Statement

Product Name:__16" Whole Wheat Pepperoni Lite Cheese– 8 slices (25 ounce doughball)
Manufacturer:__Papa John's International, Inc.__ Portion:_1/8 pizza = 182.15 grams = 6.50 ounces_

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (lite)	1.825 oz/slice	X	1 oz	1.825
Ground, Pork (Less than 24% fat)	0.0989	X	0.73	0.08716
Ground , Beef (Less than 24% fat)	0.3188	X	0.73	0.29922
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	27.18	16g	1.69
Enriched Flour (29.48%)	26.12	16g	1.63
Total Creditable Amount			**3.25**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	1.025	X	14.4/16	0.9225 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1/8 cup**

I certify that the above information is true and correct and that a _6.50_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions.

I certify that the above information is true and correct and that a _6.50_ ounce serving of the above product (ready for serving) contains _3.25_ ounces of equivalent grains when prepared according to directions.

I certify that the above information is true and correct and that a _6.50_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions.

Tom Smith _____ __ Director of Culinary___
Signature Title
___Tom Smith _____ __2/12/2024___
Printed Name Date

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PJSL 16" Whole Wheat Pepperoni Lite Cheese- 25- 8 slices

Number of Servings: 8 (182.15 g per serving)
Weight: 1457.17 g

Amount	Measure	Ingredient	Comments
8.20	oz	PJ - Pizza Sauce	1/8 cup Fruit/Veggie Alternative
14.60	oz	Lite Cheese	1.75 ounce Meat/Meat Alternative
3.60	oz	Pepperoni	0.25 ounces Meat/Meat Alternative
25.00	oz	BYO 16" Wheat Dough - 8 slice	

Nutrition Facts

Serving Size 1 Slice (182g)
Servings Per Container 8

Amount Per Serving

Calories 410 Calories from Fat 140

	% Daily Value*
Total Fat 16g	25%
Saturated Fat 6g	30%
Trans Fat 0g	
Cholesterol 30mg	10%
Sodium 890mg	37%
Total Carbohydrate 46g	15%
Dietary Fiber 4g	16%
Sugars 6g	
Protein 22g	

Vitamin A 10% • Vitamin C 8%
Calcium 45% • Iron 15%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.
May also contain Garlic, Gluten, Mustard.

Ingredients: Wheat Crust: Water, Whole Wheat Flour (White Winter Wheat), unbleached enriched wheat flour (wheat flour, malted barley flour, wheat starch, ascorbic acid, enzyme, niacin, iron as ferrous sulfate, thiamine mononitrate, riboflavin, folic acid), sugar, soybean oil, salt, yeast, Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate, Pizza Sauce: Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, black pepper, basil], garlic, extra virgin olive oil and citric acid, Papa John's Pepperoni: Pork, Beef, Salt, Spices [red pepper, black pepper, fennel, anise, garlic, oregano, rosemary], natural flavoring [mustard and spice extractives (anise, black pepper, fennel, garlic, oregano, red pepper)], dextrose, lactic acid started culture, oleoresin of paprika, natural hickory smoke flavoring, sodium nitrite, citric acid.

Notes:

The pizza listed above, when portioned as directed, will provide the nutritional values as indicated.

1 - 16" doughball (25.00 ounces)
1 1/3 spoodle pizza sauce (8.2 ounces)
54 slices pepperoni (3.6 ounces)
4 clear cups Lite cheese (14.6 ounces)

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Product Formulation Statement

Product Name:____16" Whole Wheat Garden Fresh Lite Cheese – 8 slices__ (25 ounce doughball)
Manufacturer:__Papa John's International, Inc.__ Portion:_1/8 pizza = 218.54 grams = 7.71 ounces_

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (lite)	2.052 oz/slice	X	1 oz	2.052
		X		
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	27.18	16g	1.70
Enriched Flour (29.48%)	26.12	16g	1.63
Total Creditable Amount			**3.25**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	1.025	X	14.4/16	0.9225 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1/8 cup**

I certify that the above information is true and correct and that a _7.71_ ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a _7.71_ ounce serving of the above product (ready for serving) contains _3.25_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a _7.71_ ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

Tom Smith _____ __ Director of Culinary___
Signature Title
___Tom Smith _____ __2/12/2024___
Printed Name Date

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0000 - PJSL 16" Whole Wheat Garden Fresh Lite Cheese25 - 8 slices- FB

Number of Servings: 8 (218.54 g per serving)
Weight: 1748.32 g

Amount	Measure	Ingredient	Comments
8.20	oz	PJ - Pizza Sauce	
2.91	oz	mushrooms, crimini, fresh, sliced	
2.00	oz	onion, yellow, fresh, sliced	
1.85	oz	bell pepper, green, fresh, strips	
1.82	oz	PJ - Black Olives	
3.47	oz	Roma tomatoes	
25.00	oz	Papa John's Wheat Crust for Schools	
16.42	oz	Lite Cheese	

Nutrition Facts

Serving Size 1 Slice (219g)
Servings Per Container 10

Amount Per Serving

Calories 380	Calories from Fat 100
	% Daily Value*
Total Fat 12g	18%
Saturated Fat 4g	20%
Trans Fat 0g	
Cholesterol 20mg	7%
Sodium 750mg	31%
Total Carbohydrate 48g	16%
Dietary Fiber 5g	20%
Sugars 7g	
Protein 22g	
Vitamin A 10% •	Vitamin C 20%
Calcium 50% •	Iron 25%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.

Ingredients: Water, Whole Wheat Flour, Enriched Wheat Flour (Wheat Starch, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid, Enzyme), Soybean Oil, Yeast, Sugar, Salt, Ascorbic Acid, Part-skim mozzarella cheese (pasteurized milk, cultures, salt, enzymes), modified food starch (derived from corn), sugarcane fiber, whey protein concentrate, sodium citrate, sodium propionate (added as a preservative), Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices (oregano, black pepper, basil), garlic, extra virgin olive oil and citric acid, Roma tomatoes, Crimini Mushrooms, Onion, Bell Pepper, Black Olives.

Notes:

1 - 16" doughball (25 ounces)
1 1/3 spoodle fully seasoned pizza sauce (8.2 ounces)
4.5 clear cups cheese (16.42 ounces)
1 clear cup mushrooms (2.91 ounces)
1 green cup onions (2.00 ounces)
1 green cup green peppers (1.85 ounces)
1 red cup black olives (1.82 ounces)
1 green cup roma tomatoes (3.47 ounces)

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Product Formulation Statement

Product Name:__16" Whole Wheat Sausage w/ Lite Cheese – 8 slices (25 ounce doughball)
Manufacturer:__Papa John's International, Inc.__ Portion:_1/8 pizza = 188.45 grams = 6.65 ounces_

Section 1: Meat/Meat Alternative

Description of Creditable Ingredients per Food Buying Guide	Ounces per Raw Portion of Creditable Ingredient	Multiply	Food Buying Guide Yield	Creditable Amount
Mozzarella Cheese (Lite)	1.825 oz/slice	X	1 oz	1.825
Pork, Ground (No more than 30% fat)	0.538	X	0.70	0.376
Total Creditable Amount				**2.00**

Section 2: Grains

Does the product meet the Whole Grain-Rich Criteria: **YES**
Does the product contain non- creditable grains: **NO**

Description of Creditable Grain Ingredient per Food Buying Guide	Grams of Creditable Grain Ingredient per Portion	Gram Standard of Creditable Grain per oz equivalent (*16g*)	Creditable Amount
Whole Wheat Flour (30.68%)	27.18	16g	1.70
Enriched Flour (29.48%)	26.12	16g	1.63
Total Creditable Amount			**3.25**

Section 3: Fruits and Vegetables

Description of Creditable Ingredient per Food Buying Guide	Vegetable Subgroup	Ounces per Raw Portion of Creditable Ingredient	Multiply	FBG Yield/ Purchase Unit	Creditable Amount (quarter cups)
Tomato puree, not less than 8% but less than 24% natural tomato soluble solids	Red/ Orange	1.025	X	14.4/16	0.9225 =1/8 cup
Total Creditable Red/Orange Vegetables					**0.5 = 1/8 cup**

I certify that the above information is true and correct and that a 6.65 ounce serving of the above product (ready for serving) contains _2.00_ ounces of equivalent meat/meat alternative when prepared according to directions

I certify that the above information is true and correct and that a 6.65 ounce serving of the above product (ready for serving) contains _3.25_ ounces of equivalent grains when prepared according to directions

I certify that the above information is true and correct and that a 6.65 ounce serving of the above product (ready for serving) contains _1/8_ cup of equivalent red/orange vegetables when prepared according to directions

_____*Tom Smith*_____ __ Dir. of Culinary ___
Signature Title
___Tom Smith _____ __2/12/2024

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0000 - PJSL 16" Whole Wheat Sausage Lite Cheese- 25 - 8 slices

Number of Servings: 8 (188.45 g per serving)
Weight: 1507.63 g

Amount	Measure	Ingredient	Comments
8.20	oz	PJ - Pizza Sauce	1 1/3 spoodle
14.60	oz	Lite Cheese	4 cups
25.00	oz	Papa John's Wheat Crust for Schools	25.00 ounce doughball
5.38	oz	Pork Sausage	1 1/4 large yellow cups

Nutrition Facts

Serving Size (188g)
Servings Per Container 8

Amount Per Serving

Calories 420	Calories from Fat 160
	% Daily Value*
Total Fat 17g	25%
Saturated Fat 6g	30%
Trans Fat 0g	
Cholesterol 30mg	10%
Sodium 890mg	37%
Total Carbohydrate 46g	15%
Dietary Fiber 5g	20%
Sugars 6g	
Protein 22g	
Vitamin A 8% •	Vitamin C 8%
Calcium 45% •	Iron 15%

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Saturated Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram
Fat 9 • Carbohydrate 4 • Protein 4

Allergens: Contains Milk, Wheat.

Ingredients: Water, Whole Wheat Flour, Enriched Wheat Flour (Wheat Starch, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid, Enzyme), Soybean Oil, Yeast, Sugar, Salt, Ascorbic Acid, Shredded Lite Cheese: Lite Mozzarella Cheese (Pasteurized Skim Milk, Cheese Cultures, Salt, Enzymes), Nonfat Milk, Modified Food Starch, Vegetable Oil* (Applied To Surface), Potassium Chloride, Sodium Citrate, Sodium Propionate (Added as a Preservative), Vitamin A Palmitate., Pizza Sauce Vine-ripened fresh tomatoes, sunflower oil, sugar, salt, spices [oregano, black pepper, basil], garlic, extra virgin olive oil and citric acid, Papa John's Pepperoni: Pork, Beef, Salt, Spices [red pepper, black pepper, fennel, anise, garlic, oregano, rosemary], natural flavoring [mustard and spice extractives (anise, black pepper, fennel, garlic, oregano, red pepper)], dextrose, lactic acid started culture, oleoresin of paprika, natural hickory smoke flavoring, sodium nitrite, citric acid.

Notes:

1 - 16" doughball (25.00 ounces)
1 1/3 spoodle pizza sauce (8.20 ounces)
1 1/4 large yellow cups sausage (5.38 ounces)
4 clear cups cheese (14.60 ounces)

Public Health Services
Environmental Health Division

RETAIL FOOD FACILITY INSPECTION REPORT

ESTABLISHMENT NAME Papa Johns Pizza ^	ESTABLISHMENT ADDRESS 560 W 19th St Unit B Costa Mesa CA 92627-5044	
IDENTIFIER Papa Johns Pizza ^	OWNER Slice of Socal Inc	
ESTABLISHMENT TYPE RESTAURANT		RECORD ID PR0064244
MAILING ADDRESS 32 Edelman Irvine CA, 92618-4312	SERVICE Routine Inspection	RESULT PASS
	INSPECTION DATE 02/14/2024	REINSPECTION DATE 02/28/2024

Based on an inspection this day, the compliance status (IN, MAJ, MIN, OUT, N/A, N/O, COS) has been identified below. Violations noted as MAJ, MIN or OUT must be corrected. Failure to correct the listed violation(s) prior to the designated compliance date may necessitate a reinspection at an additional fee. See the following page(s) for the California Health & Safety code sections and the general requirements that correspond to the violation(s) noted below.

IN = In Compliance MAJ = Major MIN = Minor OUT = Out of Compliance N/A = Not Applicable N/O = Not Observed COS = Corrected on Site

CRITICAL RISK FACTORS

IN	MAJ	MIN	N/A	N/O	EMPLOYEE KNOWLEDGE	COS
●					1. Demonstration of knowledge	
		●			2. Food manager certification; food handler cards	
					EMPLOYEE HEALTH & HYGIENIC PRACTICES	
●					3. Communicable disease; reporting, restrictions & exclusions	
●					4. No discharge from eyes, nose, & mouth	
●					5. Proper eating, tasting, drinking, or tobacco use	
					PREVENTING CONTAMINATION BY HANDS	
●					6. Hands clean and properly washed; gloves used properly	
		●			7. Adequate handwashing facilities supplied & accessible	
					TIME & TEMPERATURE RELATIONSHIPS	
●					8. Proper hot & cold holding temperatures	
			●		9. Time as a public health control; procedures & records	
			●		10. Proper cooling methods	
●					11. Proper cooking time & temperatures	
			●		12. Proper reheating procedures for hot holding	

IN	MAJ	MIN	N/A	N/O	PROTECTION FROM CONTAMINATION	COS
●					13. Returned & reservice of food	
●					14. Food in good condition, safe & unadulterated	
●					15. Food contact surfaces: clean & sanitized	
					FOOD FROM APPROVED SOURCES	
●					16. Food obtained from approved source	
			●		17. Compliance with shell stock tags, condition, display	
			●		18. Compliance with Gulf Oyster Regulations	
					ADDITIONAL CRITICAL RISK FACTORS	
			●		19. Compliance with variance, specialized process, & HACCP	
			●		20. Consumer advisory provided for raw or undercooked foods	
			●		21. Licensed health care facilities/public & private schools: prohibited foods not offered	
●					22. Hot & cold water available	
●					23. Sewage & wastewater properly disposed	
●					24. No rodents, insects, birds, or animals	

GOOD RETAIL PRACTICES

OUT	SUPERVISION	COS
	25. Person in charge present & performs duties	
	26. Personal cleanliness & hair restraints	
	GENERAL FOOD SAFTEY REQUIREMENTS	
	27. Approved thawing methods used, frozen food	
	28. Food separated & protected	
	29. Washing fruits & vegetables	
	30. Toxic substances properly identified, stored, used	
	FOOD STORAGE/DISPLAY/SERVICE	
	31. Food storage; food storage containers identified	
	32. Consumer self-service	
	33. Food properly labeled & honestly presented	

OUT	EQUIPMENT/UTENSILS/LINENS	COS
	34. Nonfood contact surfaces clean	
	35. Warewashing facilities: installed, maintained, used; test strips	
●	36. Equipment/utensils approved; installed; good repair, capacity	
	37. Equipment, utensils & linens; storage & use	
	38. Adequate ventilation & lighting; designated areas, use	
	39. Thermometers provided & accurate	
●	40. Wiping cloths: properly used & stored	
	PHYSICAL FACILITIES	
	41. Plumbing; proper backflow devices	
	42. Garbage & refuse properly disposed; facilities maintained	
	43. Toilet facilities: properly constructed, supplied, cleaned	
●	44. Premises; personal/cleaning items; vermin-proofing	

OUT	PERMANENT FOOD FACILITIES	COS
	45. Floors, walls, ceilings: built, maintained, & clean	
	46. No unapproved private homes/living or sleeping quarters	
	SIGNS/REQUIREMENTS	
	47. Signs posted; last inspection report available	
	48. Plan review	
	49. Health Permit	
	COMPLIANCE & ENFORCEMENT	
	50. Permit Suspension - Imminent Health Hazard	
	51. Notice of Violation - Hearing	
	52. Permit Suspension	
	53. Voluntary Condemnation & Destruction (VC&D)	
	54. Impoundment	
	55. Sample Collected	

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza ^	02/14/2024
ESTABLISHMENT ADDRESS	RECORD ID
560 W 19th St Unit B Costa Mesa CA 92627-5044	PR0064244

2. Food manager certification; food handler cards - MIN

Inspector Comments: A valid Food Manager Certificate was not available for review at the time of the inspection.
Violation Description: There shall be an individual that possesses a current Food Safety Certificate for each food facility that prepares, handles, or serves nonprepackaged potentially hazardous food. Any individual who is involved in the preparation, storage, or service of food in a food facility shall obtain a food handler card within 30 days after the date of hire. (113947.1-113947.5, 113948)

7. Adequate handwashing facilities supplied & accessible - MIN

Inspector Comments: Observed the paper towel dispenser to be empty at the restroom handwash sink. Provide single-use paper towels at a dispenser at each handwash station.
Violation Description: Handwashing facilities must be provided. Handwashing soap and single-use towels or drying device shall be provided in dispensers; dispensers shall be maintained in good repair. Handwashing facilities shall be clean, unobstructed, and accessible. (113953, 113953.1, 113953.2, 114067)

36. Equipment/Utensils - approved; installed; good repair; capacity - OUT

Inspector Comments: Replace the rusted shelving at the walk-in cooler. Maintain equipment in good repair.
Violation Description: All utensils and equipment shall be fully operative and in good repair. All utensils and equipment shall be approved, installed properly, and meet applicable standards. (114130, 114130.1, 114130.2, 114130.3, 114130.4, 114130.5, 114130.6, 114132, 114133, 114137, 114139, 114153, 114155, 114163, 114165, 114167, 114169, 114175, 114177, 114180, 114182)

40. Wiping cloths: properly used and stored - OUT

Inspector Comments: Measured the sanitizer concentration in the wiping cloth container to be less than 200 ppm quaternary ammonium. Store wiping cloths in an approved sanitizer solution (e.g., 100 ppm chlorine, 200 ppm quaternary ammonium or 25 ppm iodine) between uses, or provide a clean cloth for each use.

Violation Description: Wiping cloths used to wipe service counters, scales, or other surfaces that may come into contact with food shall be used only once unless kept in clean water with sanitizer; separate sanitizing containers shall be provided for wiping cloths used with raw animal foods. (114135, 114185.1 114185.3 [d-e])

44. Premises: personal/cleaning items; vermin-proofing - OUT

Inspector Comments: Observed employee beverages to be stored at the rear preparation table and prep sink. Maintain employee clothing and personal effects in a room, enclosure, lockers, or other designated area or designated area separated from toilets, food storage, food preparation areas and utensil washing areas.
Violation Description: The premises of each food facility shall be kept clean and free of litter and rubbish; non-food items shall be stored and displayed separate from food and food-contact surfaces; the facility shall be kept vermin proof; open-air barbecues shall be operated in an approved manner. (114067(j), 114123, 114143(a)&(b), 114256, 114256.1, 114256.2, 114256.4, 114257, 114257.1, 114259, 114259.2, 114259.3, 114279, 114281, 114282)

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza ^	02/14/2024
ESTABLISHMENT ADDRESS	RECORD ID
560 W 19th St Unit B Costa Mesa CA 92627-5044	PR0064244

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza ^	02/14/2024
ESTABLISHMENT ADDRESS	RECORD ID
560 W 19th St Unit B Costa Mesa CA 92627-5044	PR0064244

The purpose of this visit was to conduct a routine inspection.

A Food Manager Certificate was not available at the time of inspection. Provide a Food Manager Certificate within 14 days. To avoid a reinspection fee or additional administrative action, email a copy of your current Food Manager Certificate or proof of enrollment to csimpson@ochca.com.

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza ^	02/14/2024
ESTABLISHMENT ADDRESS	RECORD ID
560 W 19th St Unit B Costa Mesa CA 92627-5044	PR0064244

Item: Chicken, Sausage, Wings **Location:**Preparation cooler **Fahrenheit:**41

Item: Canadian Bacon, Sausage, Cheese **Location:**Walk-in cooler **Fahrenheit:**40

It was agreed that a copy of this report will be sent to the e-mail address provided. The person in charge was directed to call this office if the report is not received within 2 business days. Additional information can be found at http://www.ochealthinfo.com/eh

Name: M. LORETO

Title: PERSON-IN-CHARGE

Signing for the receipt of the above report is not an admission of the facts of the violation set forth herein.

Inspector:
C Simpson
Environmental Health Specialist II
(657) 450-2173
csimpson@

REINSPECTION FEES: Fees are assessed for second or greater re-inspections and Notices of Violations. The purpose of these fees is to shift costs away from compliant operators and impose fees on those facilities that fail to readily comply with the applicable laws and regulations. The amount of the fee is to cover all of the cost associated with the service. For the most current fees, please refer to http://ochealthinfo.com/eh/home/fees or call(714) 433-6000.

Did you know that effective January 1, 2021, the California Health and Safety Code was amended to make it easier for food facilities to donate food? Please consider donating you excess food/product to a local food bank, pantry, or soup kitchen. As a good faith food donor, you are protected from civil and criminal liability if the food product later causes harm to the recipient, unless the injury is a direct result of your gross negligence or intentional misconduct in the preparation or handling of the donated food. See section 1714.25 of the Civil Code and Sections 114432 to 114434, inclusive, of the Health and Safety Code. For more information, please visit ochealthinfo.com.

Public Health Services
Environmental Health Division

RETAIL FOOD FACILITY INSPECTION REPORT

ESTABLISHMENT NAME Papa Johns Pizza^	ESTABLISHMENT ADDRESS 3316 S Bristol St Santa Ana CA 92704-8201	
IDENTIFIER Papa Johns Pizza^	OWNER Slice of Socal Inc	
ESTABLISHMENT TYPE RESTAURANT		RECORD ID PR0084198
MAILING ADDRESS 32 Edelman Irvine CA, 92618-4312	SERVICE Routine Inspection	RESULT REINSPECTION
	INSPECTION DATE 04/19/2024	REINSPECTION DATE 05/03/2024

Based on an inspection this day, the compliance status (IN, MAJ, MIN, OUT, N/A, N/O, COS) has been identified below. Violations noted as MAJ, MIN or OUT must be corrected. Failure to correct the listed violation(s) prior to the designated compliance date may necessitate a reinspection at an additional fee. See the following page(s) for the California Health & Safety code sections and the general requirements that correspond to the violation(s) noted below.

IN = In Compliance MAJ = Major MIN = Minor OUT = Out of Compliance N/A = Not Applicable N/O = Not Observed COS = Corrected on Site

CRITICAL RISK FACTORS

IN	MAJ	MIN	N/A	N/O	EMPLOYEE KNOWLEDGE	COS
●					1. Demonstration of knowledge	
		●			2. Food manager certification; food handler cards	
					EMPLOYEE HEALTH & HYGIENIC PRACTICES	
●					3. Communicable disease; reporting, restrictions & exclusions	
●					4. No discharge from eyes, nose, & mouth	
●					5. Proper eating, tasting, drinking, or tobacco use	
					PREVENTING CONTAMINATION BY HANDS	
	●				6. Hands clean and properly washed; gloves used properly	●
●					7. Adequate handwashing facilities supplied & accessible	
					TIME & TEMPERATURE RELATIONSHIPS	
●					8. Proper hot & cold holding temperatures	
			●		9. Time as a public health control; procedures & records	
			●		10. Proper cooling methods	
●					11. Proper cooking time & temperatures	
			●		12. Proper reheating procedures for hot holding	

IN	MAJ	MIN	N/A	N/O	PROTECTION FROM CONTAMINATION	COS
●					13. Returned & reservice of food	
●					14. Food in good condition, safe & unadulterated	
		●			15. Food contact surfaces: clean & sanitized	
					FOOD FROM APPROVED SOURCES	
●					16. Food obtained from approved source	
			●		17. Compliance with shell stock tags, condition, display	
			●		18. Compliance with Gulf Oyster Regulations	
					ADDITIONAL CRITICAL RISK FACTORS	
			●		19. Compliance with variance, specialized process, & HACCP	
			●		20. Consumer advisory provided for raw or undercooked foods	
			●		21. Licensed health care facilities/public & private schools: prohibited foods not offered	
●					22. Hot & cold water available	
●					23. Sewage & wastewater properly disposed	
●					24. No rodents, insects, birds, or animals	

GOOD RETAIL PRACTICES

OUT	SUPERVISION	COS
	25. Person in charge present & performs duties	
●	26. Personal cleanliness & hair restraints	●
	GENERAL FOOD SAFTEY REQUIREMENTS	
	27. Approved thawing methods used, frozen food	
	28. Food separated & protected	
	29. Washing fruits & vegetables	
	30. Toxic substances properly identified, stored, used	
	FOOD STORAGE/DISPLAY/SERVICE	
	31. Food storage; food storage containers identified	
	32. Consumer self-service	
	33. Food properly labeled & honestly presented	

OUT	EQUIPMENT/UTENSILS/LINENS	COS
●	34. Nonfood contact surfaces clean	
	35. Warewashing facilities: installed, maintained, used; test strips	
●	36. Equipment/utensils approved; installed; good repair, capacity	
	37. Equipment, utensils & linens; storage & use	
	38. Adequate ventilation & lighting; designated areas, use	
	39. Thermometers provided & accurate	
	40. Wiping cloths: properly used & stored	
	PHYSICAL FACILITIES	
●	41. Plumbing; proper backflow devices	
	42. Garbage & refuse properly disposed; facilities maintained	
	43. Toilet facilities: properly constructed, supplied, cleaned	
●	44. Premises; personal/cleaning items; vermin-proofing	

OUT	PERMANENT FOOD FACILITIES	COS
	45. Floors, walls, ceilings: built, maintained, & clean	
	46. No unapproved private homes/living or sleeping quarters	
	SIGNS/REQUIREMENTS	
●	47. Signs posted; last inspection report available	
	48. Plan review	
	49. Health Permit	
	COMPLIANCE & ENFORCEMENT	
	50. Permit Suspension - Imminent Health Hazard	
	51. Notice of Violation - Hearing	
	52. Permit Suspension	
	53. Voluntary Condemnation & Destruction (VC&D)	
	54. Impoundment	
	55. Sample Collected	

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza^	04/19/2024
ESTABLISHMENT ADDRESS	RECORD ID
3316 S Bristol St Santa Ana CA 92704-8201	PR0084198

2. Food manager certification; food handler cards - MIN

Inspector Comments:
1. Food Safety Certificate was expired at the time of inspection. Provide Food Safety Certificate within 14 days. A reinspection is scheduled for 05/03/24. To avoid a reinspection fee or additional administrative action, email a copy of your current Food Safety Certificate or proof of enrollment to nle@ochca.com.

2. One randomly selected employee food handler card was requested and the card was expired.

Each food handler shall maintain a valid California Food Handler Card for the duration of his or her employment as a food handler. Cards shall be valid for three years from the date of issuance, regardless of whether the food handler changes employers during that period.
Violation Description: There shall be an individual that possesses a current Food Safety Certificate for each food facility that prepares, handles, or serves nonprepackaged potentially hazardous food. Any individual who is involved in the preparation, storage, or service of food in a food facility shall obtain a food handler card within 30 days after the date of hire. (113947.1-113947.5, 113948)

6. Hands clean and properly washed; gloves used properly - MAJ

Inspector Comments: Observed an employee wiping hands with an apron and there was an accumulation of grease/residues on the apron which cause the contamination of the hands.
Hands must be thoroughly washed when necessary as specified in California Retail Food Code, Section 113953.3.
This violation was corrected by the employee washing hands with soap and warm water at the hand wash station.
Violation Description: Employees are required to wash their hands with soap and warm water for a minimum of 10 seconds: before beginning work; before handling food / equipment / utensils; as often as necessary, during food preparation, to remove soil and contamination; when switching from working with raw to ready-to-eat foods, after touching body parts; after using toilet room; or any time when contamination may occur. Food employees shall minimize contact with exposed, ready-to-eat food with their bare hands and shall use suitable utensils, gloves, or dispensing equipment. Food employees shall keep their fingernails clean. Gloves shall be worn if a food employee has artificial nails, nail polish, rings, or orthopedic support devices. (113952, 113953.3, 113953.4, 113961, 113968, 113973 [b-f])
COS

15. Food contact surfaces: clean and sanitized - MIN

Inspector Comments: Observed an accumulation of grime/old residues on the blade of the slicer/food processor stored on the bottom shelf close to the water heater.
Equipment and utensils that are not currently in use must be cleaned to sight and touch.
Violation Description: All food contact surfaces of utensils and equipment shall be clean and sanitized. (113984(d), 114097, 114099.1, 114099.4, 114099.6, 114101(b-d), 114105, 114109, 114111, 114113, 114115(a, b ,d), 114117, 114125(b), 114141)

26. Personal cleanliness and hair restraints - OUT

Inspector Comments: Observed an employee preparing food with unclean aprons. See also violation #06.
This violation was corrected by the employee changing the apron.
Violation Description: All employees preparing, serving, or handling food or utensils shall wear clean, washable outer garments or uniforms and shall wear a hairnet, cap, or other suitable covering to confine hair. (113969, 113971)
COS

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza^	04/19/2024
ESTABLISHMENT ADDRESS	RECORD ID
3316 S Bristol St Santa Ana CA 92704-8201	PR0084198

34. Nonfood-contact surfaces clean - OUT

Inspector Comments: Clean to remove the accumulation of dust/residues on the fan covers in the walk in cooler.
Violation Description: All nonfood-contact surfaces of utensils and equipment shall be clean. (114115 [c])

36. Equipment/Utensils - approved; installed; good repair; capacity - OUT

Inspector Comments: Observed dough containers being used for shelving food containers in the walk in cooler.
Use dunnage racks for elevating bulky items and food products off of the floor
Violation Description: All utensils and equipment shall be fully operative and in good repair. All utensils and equipment shall be approved, installed properly, and meet applicable standards. (114130, 114130.1, 114130.2, 114130.3, 114130.4, 114130.5, 114130.6, 114132, 114133, 114137, 114139, 114153, 114155, 114163, 114165, 114167, 114169, 114175, 114177, 114180, 114182)

41. Plumbing; proper backflow devices - OUT

Inspector Comments: Observed the faucet at the handwash station to be leaking. Repair the leak.
Violation Description: The potable water supply shall be protected with a backflow protection device, as required by applicable plumbing codes. All plumbing, plumbing fixtures, and grease interceptors shall be installed in compliance with local plumbing ordinances, shall be maintained so as to prevent any contamination, and shall be kept clean, fully operative, and in good repair. Any hose used for conveying potable water shall be of approved materials, labeled, properly stored, and used for no other purpose. (14171, 114189.1, 114190, 114192, 114193, 114193.1, 114199, 114201, 114269)

44. Premises: personal/cleaning items; vermin-proofing - OUT

Inspector Comments: Observed in-use dicer and slicer/food processor stored together with not-in-use pizza molds on the bottom shelf close to the water heater.
Remove all items from the facility which are unnecessary to the operation or maintenance of the facility.
Place and store multi use utensils/equipment in a manner to prevent possible contamination.
Violation Description: The premises of each food facility shall be kept clean and free of litter and rubbish; non-food items shall be stored and displayed separate from food and food-contact surfaces; the facility shall be kept vermin proof; open-air barbecues shall be operated in an approved manner. (114067(j), 114123, 114143(a)&(b), 114256, 114256.1, 114256.2, 114256.4, 114257, 114257.1, 114259, 114259.2, 114259.3, 114279, 114281, 114282)

47. Signs posted; last inspection report available - OUT

Inspector Comments: The last inspection report was unavailable for review at the public's request. Retain a copy of the most recent inspection report on the premises available for review at the request of the public.
Violation Description: Handwashing signs shall be posted in each toilet room, directing attention to the need to thoroughly wash hands after using the restroom. No smoking signs shall be posted in food preparation, food storage, warewashing, and utensil storage areas. Consumers shall be notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets. Any food facility constructed before January 1, 2004 without public toilet facilities, shall prominently post a sign within the food facility in a public area stating that toilet facilities are not

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza^	04/19/2024
ESTABLISHMENT ADDRESS	RECORD ID
3316 S Bristol St Santa Ana CA 92704-8201	PR0084198

provided. The most recent routine inspection report shall be maintained at the food facility and a sign shall be posted to advise patrons of its availability for review. The health permit must be posted in a conspicuous location. (113725.1, 113945.1, 113953.5, 113978, 114075, 114276, 114381 [e])

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza^	04/19/2024
ESTABLISHMENT ADDRESS	RECORD ID
3316 S Bristol St Santa Ana CA 92704-8201	PR0084198

The purpose of this visit is to conduct a routine inspection.

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
Papa Johns Pizza^	04/19/2024
ESTABLISHMENT ADDRESS	RECORD ID
3316 S Bristol St Santa Ana CA 92704-8201	PR0084198

Item: Sausages, meat balls, Mozzarella cheese **Location:**Cold top 3-door reach in cooler **Fahrenheit:**40

Item: Sausages, cooked chicken wings, chicken nuggets **Location:**Walk in cooler **Fahrenheit:**38

It was agreed that a copy of this report will be sent to the e-mail address provided. The person in charge was directed to call this office if the report is not received within 2 business days. Additional information can be found at http://www.ochealthinfo.com/eh

Name: M. Garcia

Title: General Manager

Signing for the receipt of the above report is not an admission of the facts of the violation set forth herein.

Inspector:

N Le

Environmental Health Specialist III

(714) 714-2394

nle@ochca.com

REINSPECTION FEES: Fees are assessed for second or greater re-inspections and Notices of Violations. The purpose of these fees is to shift costs away from compliant operators and impose fees on those facilities that fail to readily comply with the applicable laws and regulations. The amount of the fee is to cover all of the cost associated with the service. For the most current fees, please refer to http://ochealthinfo.com/eh/home/fees or call(714) 433-6000.

Did you know that effective January 1, 2021, the California Health and Safety Code was amended to make it easier for food facilities to donate food? Please consider donating you excess food/product to a local food bank, pantry, or soup kitchen. As a good faith food donor, you are protected from civil and criminal liability if the food product later causes harm to the recipient, unless the injury is a direct result of your gross negligence or intentional misconduct in the preparation or handling of the donated food. See section 1714.25 of the Civil Code and Sections 114432 to 114434, inclusive, of the Health and Safety Code. For more information, please visit ochealthinfo.com.

Public Health Services
Environmental Health Division

RETAIL FOOD FACILITY INSPECTION REPORT

ESTABLISHMENT NAME PAPA JOHNS PIZZA	ESTABLISHMENT ADDRESS 15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	
IDENTIFIER Papa Johns Pizza	OWNER Slice of Socal Inc	
ESTABLISHMENT TYPE RESTAURANT		RECORD ID PR0003706
MAILING ADDRESS 32 Edelman Irvine CA, 92618-4312	SERVICE Routine Inspection	RESULT PASS
	INSPECTION DATE 05/16/2024	REINSPECTION DATE

Based on an inspection this day, the compliance status (IN, MAJ, MIN, OUT, N/A, N/O, COS) has been identified below. Violations noted as MAJ, MIN or OUT must be corrected. Failure to correct the listed violation(s) prior to the designated compliance date may necessitate a reinspection at an additional fee. See the following page(s) for the California Health & Safety code sections and the general requirements that correspond to the violation(s) noted below.

IN = In Compliance MAJ = Major MIN = Minor OUT = Out of Compliance N/A = Not Applicable N/O = Not Observed COS = Corrected on Site

CRITICAL RISK FACTORS

IN	MAJ	MIN	N/A	N/O	EMPLOYEE KNOWLEDGE	COS
●					1. Demonstration of knowledge	
●					2. Food manager certification; food handler cards	
					EMPLOYEE HEALTH & HYGIENIC PRACTICES	
●					3. Communicable disease; reporting, restrictions & exclusions	
●					4. No discharge from eyes, nose, & mouth	
●					5. Proper eating, tasting, drinking, or tobacco use	
					PREVENTING CONTAMINATION BY HANDS	
●					6. Hands clean and properly washed; gloves used properly	
		●			7. Adequate handwashing facilities supplied & accessible	
					TIME & TEMPERATURE RELATIONSHIPS	
●					8. Proper hot & cold holding temperatures	
			●		9. Time as a public health control; procedures & records	
			●		10. Proper cooling methods	
			●		11. Proper cooking time & temperatures	
			●		12. Proper reheating procedures for hot holding	

IN	MAJ	MIN	N/A	N/O	PROTECTION FROM CONTAMINATION	COS
●					13. Returned & reservice of food	
●					14. Food in good condition, safe & unadulterated	
		●			15. Food contact surfaces: clean & sanitized	●
					FOOD FROM APPROVED SOURCES	
●					16. Food obtained from approved source	
			●		17. Compliance with shell stock tags, condition, display	
			●		18. Compliance with Gulf Oyster Regulations	
					ADDITIONAL CRITICAL RISK FACTORS	
			●		19. Compliance with variance, specialized process, & HACCP	
			●		20. Consumer advisory provided for raw or undercooked foods	
			●		21. Licensed health care facilities/public & private schools: prohibited foods not offered	
●					22. Hot & cold water available	
●					23. Sewage & wastewater properly disposed	
●					24. No rodents, insects, birds, or animals	

GOOD RETAIL PRACTICES

OUT	SUPERVISION	COS
	25. Person in charge present & performs duties	
	26. Personal cleanliness & hair restraints	
	GENERAL FOOD SAFTEY REQUIREMENTS	
	27. Approved thawing methods used, frozen food	
	28. Food separated & protected	
	29. Washing fruits & vegetables	
	30. Toxic substances properly identified, stored, used	
	FOOD STORAGE/DISPLAY/SERVICE	
	31. Food storage; food storage containers identified	
	32. Consumer self-service	
	33. Food properly labeled & honestly presented	

OUT	EQUIPMENT/UTENSILS/LINENS	COS
●	34. Nonfood contact surfaces clean	
	35. Warewashing facilities: installed, maintained, used; test strips	
●	36. Equipment/utensils approved; installed; good repair, capacity	
●	37. Equipment, utensils & linens; storage & use	
●	38. Adequate ventilation & lighting; designated areas, use	
	39. Thermometers provided & accurate	
	40. Wiping cloths: properly used & stored	
	PHYSICAL FACILITIES	
●	41. Plumbing; proper backflow devices	
	42. Garbage & refuse properly disposed; facilities maintained	
	43. Toilet facilities: properly constructed, supplied, cleaned	
●	44. Premises; personal/cleaning items; vermin-proofing	

OUT	PERMANENT FOOD FACILITIES	COS
●	45. Floors, walls, ceilings: built, maintained, & clean	
	46. No unapproved private homes/living or sleeping quarters	
	SIGNS/REQUIREMENTS	
●	47. Signs posted; last inspection report available	
	48. Plan review	
	49. Health Permit	
	COMPLIANCE & ENFORCEMENT	
	50. Permit Suspension - Imminent Health Hazard	
	51. Notice of Violation - Hearing	
	52. Permit Suspension	
	53. Voluntary Condemnation & Destruction (VC&D)	
	54. Impoundment	
	55. Sample Collected	

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
PAPA JOHNS PIZZA	05/16/2024
ESTABLISHMENT ADDRESS	RECORD ID
15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	PR0003706

7. Adequate handwashing facilities supplied & accessible - MIN

Inspector Comments: Observed the paper towel dispenser in employee restroom to be empty. Paper towel roll was available on shelf behind the sink. Provide paper towels in a paper towel dispenser at all times.
Violation Description: Handwashing facilities must be provided. Handwashing soap and single-use towels or drying device shall be provided in dispensers; dispensers shall be maintained in good repair. Handwashing facilities shall be clean, unobstructed, and accessible. (113953, 113953.1, 113953.2, 114067)

15. Food contact surfaces: clean and sanitized - MIN

Inspector Comments: The washing solution at the 3-compartment sink was measured at 90F during active use. Maintain washing solution temperature at or above 100F.

Employee drained washing solution and refilled compartment and temperature was verified to be above 100F.
Violation Description: All food contact surfaces of utensils and equipment shall be clean and sanitized. (113984(d), 114097, 114099.1, 114099.4, 114099.6, 114101(b-d), 114105, 114109, 114111, 114113, 114115(a, b ,d), 114117, 114125(b), 114141)
COS

34. Nonfood-contact surfaces clean - OUT

Inspector Comments: Observed an accumulation of grime in the following areas:
- On the underside of the prep table between the oven and the front counter.
- On the underside of the shelves in the walk-in cooler.

Remove the accumulation.
Violation Description: All nonfood-contact surfaces of utensils and equipment shall be clean. (114115 [c])

36. Equipment/Utensils - approved; installed; good repair; capacity - OUT

Inspector Comments: Observed old cardboard being used to line the rack holding empty pizza boxes. Discontinue using cardboard for this purpose. Line shelving with approved non-absorbent, durable, and easily cleanable material such as plastic or rubber mats.
Violation Description: All utensils and equipment shall be fully operative and in good repair. All utensils and equipment shall be approved, installed properly, and meet applicable standards. (114130, 114130.1, 114130.2, 114130.3, 114130.4, 114130.5, 114130.6, 114132, 114133, 114137, 114139, 114153, 114155, 114163, 114165, 114167, 114169, 114175, 114177, 114180, 114182)

37. Equipment, utensils and linens: storage and use - OUT

Inspector Comments:
1. Observed soiled aprons hanging from food storage shelving to the right of the walk-in cooler. Store soiled linens separate from food storage area.

2. Observed unfolded pizza boxes to be stored on the floor against the oven. Store all single-use articles at least 6 inches above the floor to protect from contamination.
Violation Description: All clean and soiled linen shall be properly stored; non-food items shall be stored and displayed separate from food and

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
PAPA JOHNS PIZZA	05/16/2024
ESTABLISHMENT ADDRESS	RECORD ID
15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	PR0003706

food-contact surfaces. Utensils and equipment shall be handled and stored so as to be protected from contamination. A full service restaurant is to only provide a single-use plastic straw to a consumer when requested. (114074, 114081, 114119, 114121, 114161, 114178, 114179, 114083, 114185, 114185.2, 114185.3, 114185.4, 114185.5)

38. Adequate ventilation and lighting; designated areas, use - OUT

Inspector Comments:
1. Observed light bulb in the hood to be burnt out. Replace the light bulb.

2. Observed an accumulation of dust and debris on the hood filters. Clean the filters.
Violation Description: Exhaust hoods shall be provided to remove toxic gases, heat, grease, vapors, and smoke and be approved by the local building department. Canopy-type hoods shall extend 6" beyond all cooking equipment. All areas shall have sufficient ventilation to facilitate proper food storage. Toilet rooms shall be vented to the outside air by a screened openable window, an air shaft, or a light-switch activated exhaust fan, consistent with local building codes. Adequate lighting shall be provided in all areas to facilitate cleaning and inspection. Light fixtures in areas where open food is stored, served, prepared, and where utensils are washed shall be of shatterproof construction or protected with light shields. (114149, 114149.1, 114149.2, 114149.3, 114252, 114252.1)

41. Plumbing; proper backflow devices - OUT

Inspector Comments: Observed liquid waste from the prep cooler to be draining into dough pan. Make necessary repairs to ensure liquid waste is drained by means of indirect waste pipe through an air gap into a floor sink or other approved receptor.
Violation Description: The potable water supply shall be protected with a backflow protection device, as required by applicable plumbing codes. All plumbing, plumbing fixtures, and grease interceptors shall be installed in compliance with local plumbing ordinances, shall be maintained so as to prevent any contamination, and shall be kept clean, fully operative, and in good repair. Any hose used for conveying potable water shall be of approved materials, labeled, properly stored, and used for no other purpose. (14171, 114189.1, 114190, 114192, 114193, 114193.1, 114199, 114201, 114269)

44. Premises: personal/cleaning items; vermin-proofing - OUT

Inspector Comments: Observed personal employee items to be stored on the top shelf of the food storage rack to the right of the walk-in cooler. Store employee personal items separate from the food storage area.
Violation Description: The premises of each food facility shall be kept clean and free of litter and rubbish; non-food items shall be stored and displayed separate from food and food-contact surfaces; the facility shall be kept vermin proof; open-air barbecues shall be operated in an approved manner. (114067(j), 114123, 114143(a)&(b), 114256, 114256.1, 114256.2, 114256.4, 114257, 114257.1, 114259, 114259.2, 114259.3, 114279, 114281, 114282)

45. Floors, walls and ceilings: built, maintained, and clean - OUT

Inspector Comments:
1. Observed an accumulation of dust and old food debris on the floor behind the prep cooler. Remove the accumulation.

2. Observed floor tiles in disrepair in the prep area and warewashing area. Repair/replace the floor tiles.

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
PAPA JOHNS PIZZA	05/16/2024
ESTABLISHMENT ADDRESS	RECORD ID
15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	PR0003706

3. Observed the metal sheet coving in the walk-in cooler to be deteriorated. Repair/replace the metal sheet coving.
Violation Description: The walls / ceilings shall have durable, smooth, nonabsorbent, light-colored, and washable surfaces. All floor surfaces, other than the customer service areas, shall be approved, smooth, durable, and made of nonabsorbent material that is easily cleanable. Approved base coving shall be provided in all areas, except customer service areas and where food is stored in original unopened containers. Food facilities shall be fully enclosed. All food facilities shall be kept clean and in good repair. (114143(d), 114266, 114268, 114268.1, 114271, 114272)

47. Signs posted; last inspection report available - OUT

Inspector Comments: No handwashing sign was observed in the restroom. Provide a handwashing sign.
Violation Description: Handwashing signs shall be posted in each toilet room, directing attention to the need to thoroughly wash hands after using the restroom. No smoking signs shall be posted in food preparation, food storage, warewashing, and utensil storage areas. Consumers shall be notified that clean tableware is to be used when they return to self-service areas such as salad bars and buffets. Any food facility constructed before January 1, 2004 without public toilet facilities, shall prominently post a sign within the food facility in a public area stating that toilet facilities are not provided. The most recent routine inspection report shall be maintained at the food facility and a sign shall be posted to advise patrons of its availability for review. The health permit must be posted in a conspicuous location. (113725.1, 113945.1, 113953.5, 113978, 114075, 114276, 114381 [e])

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
PAPA JOHNS PIZZA	05/16/2024
ESTABLISHMENT ADDRESS	RECORD ID
15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	PR0003706

The purpose of today's visit was to conduct a routine inspection. This inspection was done jointly with S. Sovan REHS.

Food Manager Certificate: J. Leon - 10/05/27

Public Health Services
Environmental Health Division

INSPECTION REPORT

ESTABLISHMENT NAME	INSPECTION DATE
PAPA JOHNS PIZZA	05/16/2024
ESTABLISHMENT ADDRESS	RECORD ID
15435 Jeffrey Rd Ste 114 Irvine CA 92618-4115	PR0003706

Item: Cheese **Location:**Cold-top cooler **Fahrenheit:**40

Item: Pepperoni **Location:**Reach-in cooler **Fahrenheit:**41

Item: Ham **Location:**Walk-in cooler **Fahrenheit:**41

It was agreed that a copy of this report will be sent to the e-mail address provided. The person in charge was directed to call this office if the report is not received within 2 business days. Additional information can be found at http://www.ochealthinfo.com/eh

Name: R. Olivares

Title: Manager

Signing for the receipt of the above report is not an admission of the facts of the violation set forth herein.

Inspector:

C Henderson

Environmental Health Specialist

(714) 748-7004

chenderson@ochca.com

Did you know that effective January 1, 2021, the California Health and Safety Code was amended to make it easier for food facilities to donate food? Please consider donating you excess food/product to a local food bank, pantry, or soup kitchen. As a good faith food donor, you are protected from civil and criminal liability if the food product later causes harm to the recipient, unless the injury is a direct result of your gross negligence or intentional misconduct in the preparation or handling of the donated food. See section 1714.25 of the Civil Code and Sections 114432 to 114434, inclusive, of the Health and Safety Code. For more information, please visit ochealthinfo.com.

HACCP Flow Diagram

All ingredients received at Papa John's restaurant.

PRODUCT RECEIVING
Receiving temperature of product is ≤ 41°F for every shipment of product. Documented and stored on restaurant invoice. If limit of ≤ 41°F is not met, corrective action will be taken.

PRODUCT STORAGE
Critical Control Point-1 - Products are stored and walk-in cooler temperatures are monitored daily to ensure storage temperatures are consistently between 33°F-38°F. Documented on Restaurant HACCP Checklist. If CCP limit of ≤ 41°F is not met, corrective action will be taken.

INGREDIENT HOLDING/PREP
Critical Control Point-2 - Products stored on production line are monitored daily to ensure they are consistently between 33-38°F. Documented on Restaurant HACCP Checklist. If CCP limit of ≤ 41°F is not met, corrective action will be taken.

COOKING
Critical Control Point -3 - Oven temperature and time settings must be verified in order to ensure final cook temperature upon exit of oven is ≥165°F. If CCP limit is not met, corrective action will be taken.

All products are shipped directly from Papa John's distribution center on trucks owned and maintained by or contracted through PJI or an affiliate.

Categorization of foods / Hazard Analysis – see additional documentation.

HACCP training plan and SOP for team members – Referenced Papa John's Operations Manual – Food Preparation. See additional documentation.

Oven Models 360 and 570:
6:30 time in oven minimum.
Oven Model 740:
4:30 time in oven minimum.
Oven Model 770:
4:45 time in oven minimum.

All ovens: 420°F Minimum

- CCP – Critical Control Point
- SOP – Standard Operating Procedure

Reassessed 5/13/2013

HACCP Plan Form

Facility: All domestic Papa John's restaurants

Food Item: Pizza – Delivery/Take-out

HACCP Chart

Critical Control Points (CCP's)	Monitoring Procedures	Corrective Actions
1. Internal product temperature must be maintained ≤41°F during refrigerated storage.	Place a sanitized calibrated thermometer between two unopened bags of product for 30 seconds, record temperature.	If temperature is >41°F verify settings on cooler and contact DO/OP. If cooling unit fails, monitor temperature of products every 30 minutes. Any product that is above 41°F for more than 4 hours must be discarded.
2. Internal product temperature must be maintained ≤41°F during refrigerated holding/prep.	Place a sanitized calibrated thermometer in Lexan container of brined product for 30 seconds, record temperature, separately for both on top of and under makeline.	If temperature is >41°F verify settings on cooler and contact DO/OP. If cooling unit fails, monitor temperature of products every 30 minutes. Any product that is above 41°F for more than 4 hours must be discarded.
3. Monitor temperature and bake time according to equipment specifications [to guarantee a final internal temperature >165°F].	Once per day check oven temperature (actual) and oven time.	If oven temperature or belt speed does not meet minimum requirements, verify oven setting. If oven setting is below minimum setting, adjust to meet requirement. Contact DO/OP

Equipment utilized at each Critical Control Point (include type and quantity of each unit.)

CCP-1: Calibrated stem thermometer.

CCP-2: Calibrated stem thermometer.

CCP-3: Fixed temperature gauge on oven, pizza screen, clock or stopwatch, and chain speed adjustment.

NOTE: For Food Safety, refrigerated temperatures must be ≤ 41°F.
Papa John's temperature standards for Quality are 33°F - 38°F.

Reassessed 5/13/2013

Restaurant HACCP Checklist

Week of: _____

Inspection	Frequency of Inspection	Method	Specification	Action in case of Deviation
Temperature of Walk-in cooler	Twice per day, once per shift	Place a sanitized calibrated thermometer between two unopened bags of product for 30 seconds, record temperature.	Target: 33° F - 38°F Max: 41°F	If temperature is > 41°F verify settings on cooler and contact DO/OP. If cooling unit fails, monitor temperature of products every 30 minutes. Any product that is above 41 °F for greater than 4 hours must be discarded.
Temperature of Makeline (top)	Twice per day, once per shift	Place a sanitized calibrated thermometer in lexan of brined product for 30 seconds, record temperature.	Target: 33° F - 38°F Max: 41°F	If temperature is > 41°F verify settings on unit and contact DO/OP. If cooling unit fails, verify temp of products is below 41°F and move to walk in.
Temperature under Makeline	Twice per day, once per shift	Place a sanitized calibrated thermometer in lexan of brined product for 30 seconds, record temperature.	Target: 33° F - 38°F Max: 41°F	If temperature is > 41°F verify settings on unit and contact DO/OP. If cooling unit fails, verify temp of product is below 41°F and move to walk in.
Oven Belt Time (all ovens)	Once per day (all ovens)	Place pizza screen on belt. Measure the time from when the front of screen enters the oven until the back of the screen exits.	360 and 570 models: 6:30 minimum 740 model: 4:30 minimum 770 model: 4:45 minimum	If oven belt speed does not meet minimum requirements, verify oven setting. Contact DO/OP to adjust belt speed.
Oven Temperature (all ovens)	Once per day (all ovens)	Record temperature setting displayed on oven display screen.	420 °F Minimum	If oven setting is below minimum setting, adjust to bring meet requirement. Contact DO/OP

MONDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

TUESDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

WEDNESDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

THUSRSDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

FRIDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

SATURDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

SUNDAY		
Date:	1st Shift	2nd Shift
Temp of Walk-in		
Temp of Makeline		
Temp under Makeline		
Oven 1 Belt Time		
Oven 1 Temp Setting		
Oven 2 Belt Time		
Oven 2 Temp Setting		

Comments:

Any deviations must be documented above

Reassessed 5/13/2013

Prep Item Location by Page Number

Cheese
- Mozzarella (7)
- Parmesan-Romano (10)
- Three-Cheese Blend (11)

Desserts
- Apple Filling (12)
- Cinnamon Spread (13)
- Crisp Topping (14)
- White Icing Drizzle (14)

Dustinator (15)

Produce Toppings
- Banana Peppers (16)
- Green Peppers (17)
- Jalapeño Peppers (19)
- Fresh Mushrooms (20)
- Olives (22)
- Onions (24)
- Pineapple (26)
- Diced Tomatoes (27)

Pizza Sauces
- Barbeque Sauce (29)
- Original Sauce (30)
- Spinach Alfredo Sauce (33)

Meat Toppings
- Anchovies (34)
- Grilled Chicken (35)
- Meats: Bacon, Beef, Canadian Bacon, Italian Sausage, Pepperoni, Sausage (36)

Seasonings and Sauces
- Chicken Wing Sauces (37)
- Dipping Sauce Cups (38)
- Garlic Sauce Jug and Garlic Parmesan Sauce (39)
- Topical Seasoning (40)
- Seasoning Packets: Crushed Red Pepper, Parmesan Cheese, and Special Seasoning (41)

Side Items
- Chicken Wings (42)
- Chicken Poppers (43)
- Pepperoncinis (44)

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Food Preparation Introduction

Because a large percentage of Papa John's sales occur during a few hours each day, it is essential to have food prepped and ready for restaurant use prior to a rush. Food preparation procedures for all products are described on the following pages.

Age Restrictions for Team Members Who Prepare Food

Papa John's company-owned restaurants will not permit the hiring of any individuals under the age of 16. Students or others who are 16 or 17 years old may be hired, but such persons may only perform a limited number of non-hazardous functions. (Company-owned restaurants: consult your Human Resource Director; Franchise restaurants: consult your Human Resource professional about state laws regarding proof of age or other documentation required for team members under the age of 18.)

The following duties are not approved for any team member under 18 years of age:

- Use of cutting tools (may include, but are not limited to: vegetable slicers and dicers, pizza cutters, can openers, dough dockers, etc.)
- Washing dishes

Temperature Ranges

Team members prepping food need to be aware of the following temperature ranges:

Refrigeration: At Papa John's, the temperature of refrigerated food and refrigeration units must be between 33°F – 38°F (~1°C – 3°C) at all times. When filling Lexans with food, such as Diced Tomatoes, for example, add tomatoes only to the fill line. Overfilling Lexans can prevent food from maintaining a proper temperature.

Room Temperature: Room temperature is designated at 50°F – 84°F (~10°C – 29°C).

Temperature Danger Zone: The Temperature Danger Zone is between 40°F – 140°F (~4°C – 60°C). Food that warms or cools to this range will quickly develop bacteria that can make people sick. Keep hot food hot and cold food cold! Cold food needs to stay between 33°F – 38°F (~1°C – 3°C), while hot food must stay above 140°F (60°C) at all times. While we do not reheat food at Papa John's, if you reheat food at home, reheat to 165°F (~74°C).

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Product Shelf Life

Before beginning food preparation, always evaluate the items to be prepped. Refer to the *Product Shelf Life Chart* for usage standards. This chart lists the shelf life for each Papa John's product.

- Except for dough, keep in mind that we count "commercially processed food" from the day it was opened. The 2009 USDA Food Code states:

  3-501.17 Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food), Date Marking.

  (1) The day the original container is opened in the food establishment shall be counted as Day 1;

- Food can only be stored and used according to its shelf life. Always adhere to the temperature guidelines for each product to maximize the product's shelf life.
- Food should always be evaluated for potential spoilage. Discard any food that does not meet Papa John's standards or appears spoiled, regardless of its shelf life.
- Review the *Daymark Implementation Guide* for proper dating and labeling procedures.

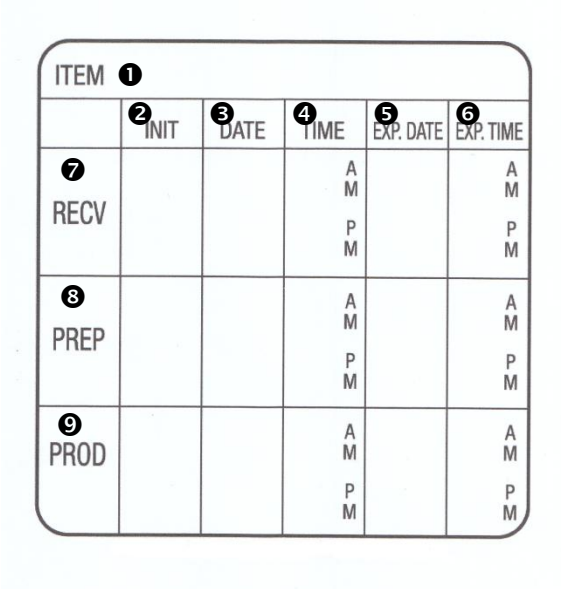
Food Prep Procedures

Product Dating

Team members who prepare or work with food are responsible for marking the boxes, containers, and Lexans® with their initials. The management team and team members must mark all food items delivered from the QCC with the date and time the food was received, prepared, or placed on the production line. This is a critical procedure to ensure food safety and will be checked during Health Department inspections, Mission Critical Evaluations (MCEs) and during routine follow up visits. Remember to use the items in the order they are received. Follow this rule: First In – First Out (FIFO).

Whether you use the DayMark® dating labels or use your own label, the format for dating products will be the same and is a mandatory process. Labels should be placed on the Lexan®, not the lid. When the Lexan® is placed in water, DayMark® labels will dissolve. Below is a picture of the DayMark® dating label.

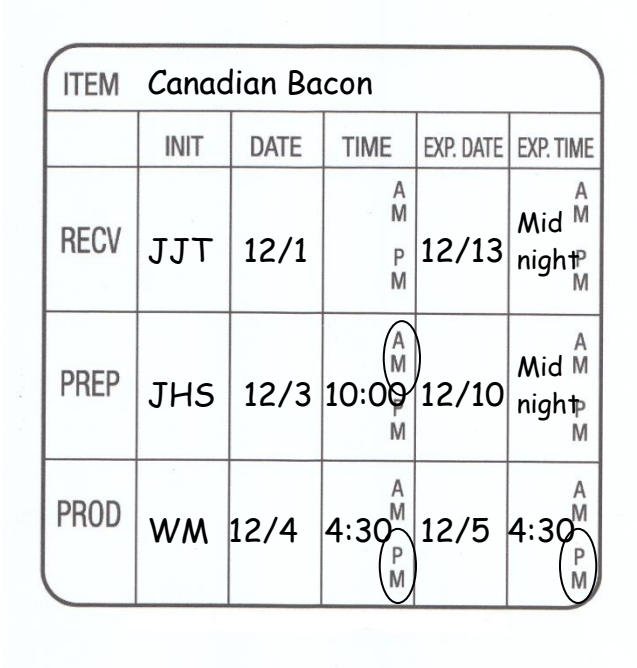
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1. Name of Food Product
2. Team Member's Initials
3. Date
4. Time
5. Expiration Date
6. Expiration Time
7. Received Row
8. Prep Row
9. Production Line Row

Example Labels

This is an example of how to date Canadian Bacon:



Steps:

Receive Product

- Write your initials and date when the product was received (on box/bag or label).
- Write the expiration date and time (which is always Midnight for the RECV line) on the box/bag or label.
- Use the Product Shelf Life Chart Laminate when filling out product labels.

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Open Box for Use

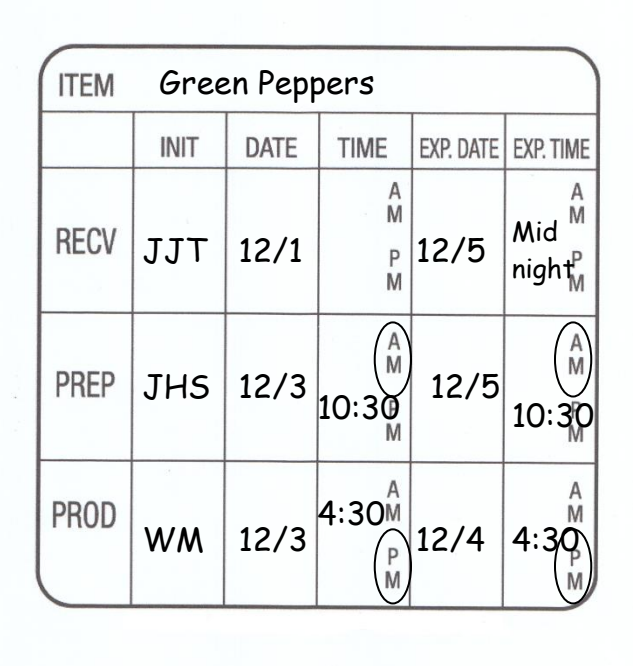
- Write the name of the product on top of a new label.
- Write your initials and the dates and the expiration time from the original box or container.
- Write your initials, the date, and time the product was opened for prep.
- Write the date and time the product will expire.
- Apply label to bag and/or Lexan®.

Move Lexan® for use on the Production Line (Makeline)

- Write your initials, the date, and time the product was moved to the makeline.
- Write the date and time the product expires on the makeline.
- The Production Line includes all items stored under the Makeline, as well as all items available on top of the Makeline.

Example Labels

This is an example of how to date Green Peppers:



Steps:

Receive Product

- Write your initials and date when the product was received (on box/bag or label).
- Write the expiration date and time (which is always Midnight for the RECV line) on the box/bag or label.

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Open Box for Use

- Write the name of the product on top of a new label.
- Write your initials and the dates and the expiration time from the original box or container.
- Write your initials, the date, and time the product was opened for prep.
- Write the date and time the product will expire.
- Apply label to bag and/or Lexan®.

Move Lexan® for use on the Production Line (Makeline)

- Write your initials, the date, and time the product was moved to the makeline.
- Write the date and time the product expires on the makeline.

Product Codes

Each product is assigned a certain code, which is a series of numbers and letters. Product codes used to identify products, manufacturing dates, and other product information are printed on the box (i.e., master case), can, and/or bag.

Prep Tips

- Always wash and dry your hands before beginning any prep. For proper handwashing procedures, refer to the Handwashing Laminate.
- Clean and sanitize work area and tools.
- Product quality depends on proper prep—follow all procedures.
- To maintain quality, only prep the amounts needed based on shelf life and updated MDOG projections. Projected sales may need to be adjusted based on recent sales trends, marketing campaigns, etc.
- If possible, prep in Lexans® for product stored under the makeline.
- Once a product is used to top a pizza, it gets the production line shelf life.
- Storing items under the makeline does not change their shelf lives, unless they are used to make pizzas or are used in other production (such as Chicken Wings, Chicken Poppers, Banana Peppers, etc.).
- The prep shelf life begins as soon as the product is prepped. Green Peppers (with a 48 hour prep shelf life) prepped Thursday at 10:00 a.m. must be discarded on Saturday at 10:00 a.m.

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- The discard date/time of an item is the one that expires first. For example, today is the 1st. The restaurant receives green peppers today. The green peppers will expire on the 9th. If a team member preps those green peppers on the 8th, the discard date is the 9th even though green peppers have a 48 hour shelf life after prepping.
- The "Opened" shelf life for items in bags (i.e., beef, sausage, etc.) begins once the bag is opened. The day the bag is opened counts as day one regardless of the time. For example, if Bacon (with a seven day opened shelf life) is opened Monday, it must be discarded Sunday at close regardless if it were opened at 10:00 a.m. on Monday or 10:00 p.m. on Monday.

Cheese

- Restaurants must use only company-approved cheese products.

Mozzarella

Receiving

- Cheese arrives frozen and has a three day thaw time.
- Mark case with the DayMark® dating format on the day the cheese was received. Store refrigerated in the walk-in.
- Do not remove the top portion of the box until after the three day thaw time has lapsed. Once you remove the top of the box, the cheese has a seven day shelf life. Mark the case on the day you remove the top of the box.

Storage

- Cheese must remain in the box until used on the makeline.
- Cheese must remain refrigerated.
- As soon as the box is opened, mark the prep date on the box with the DayMark® dating format. Once the box is opened, the cheese has a seven day shelf life.
- Store cheese on the cheese rack. Rotate all cheese on the rack. Earlier receipt dated cases move from the shelves at the bottom to the shelves at the top, with dates facing out for easy viewing. (These boxes of "tempered" or thawed cheese should be marked "use first.")
- ***Never store product on the floor***.
  - If shelving is not available for a product, stack two dough trays stacked upside down. Place the product on the dough trays, ensuring the product is a minimum of six inches off the floor.
- If restaurant volume requires more tempered cheese than the rack holds, designate a place in the walk-in for newly received cheese. Then, rotate the cheese to the cheese rack to begin the tempering process.

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Cheese Preparation Procedures

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project cheese prep levels.

A prep unit of cheese is one bag in a full Lexan® container.

"Cheese tempering" is Papa John's term for thawing cheese. For tempering to occur, **cheese must be thawed in the walk-in for a minimum of three days**. Cheese tempering guidelines must be followed to ensure product quality and to meet projected production line needs. Using frozen cheese compromises the integrity of Papa John's quality products and reduces yields.

- Cheese should be tempered following a three-day plan: Two Days Before Use, One Day Before Use, and Day Of Use.
- Cheese must remain in its box until it is ready to use on the makeline.

Two Days before Use

- Use the Manager's Daily Operations Guide (MDOG) to calculate the restaurant's projected needs and determine the cheese prep amount for the day after tomorrow. Prepare the number of cheese cases by completing the following steps.

1. Place the case perforated-side up.
2. Firmly press on the angled perforations in the top corners of the box. (See Figure 1.)
3. Grasp the cardboard on both sides and break the perforations at the top of the case.
4. Pull back to completely remove the lid. (See Figure 2.)
5. At this point, the cheese pieces may be clumped together. Break up the cheese by "fluffing." Fluffing breaks up the cheese clumps, promotes tempering and helps ensure proper yields. Complete "fluffing" by squeezing the bag while it remains in the box. (See Figure 3.) **Take care not to break the seal of the bag.** Extra air increases the moisture level inside the bag, causing the cheese to clump together.

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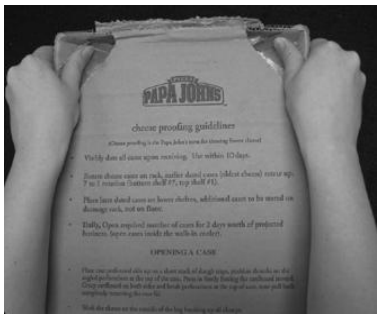


Figure 1



Figure 2



Figure 3

6. Mark the case with the prep date according to the DayMark® dating format. Once the case is opened, the cheese has a seven day shelf life. Mark the case with the day the top of the case was removed. (See Figures 3a and 4.)

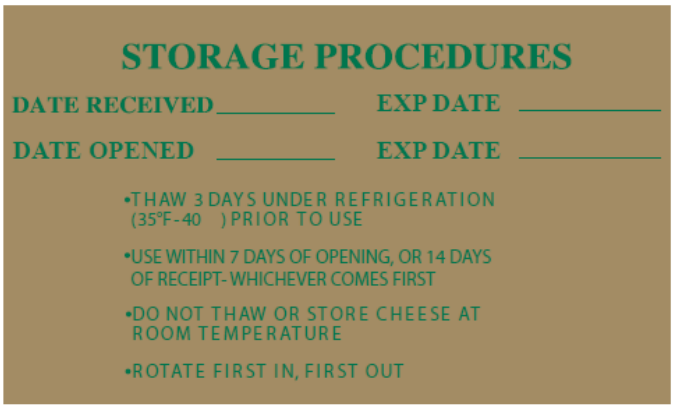


Figure 3a



Figure 4

7. Place cases back on the appropriate shelf of the cheese rack (never stack).

One Day Before Use

- Use the Manager's Daily Operations Guide (MDOG) to re-calculate the restaurant's projected needs and determine the cheese prep amount for the next day.
- The projected number of opened cheese cases should be fluffed if needed and moved up on the cheese rack.

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Day of Use

- Use the Manager's Daily Operations Guide (MDOG) to re-calculate the restaurant's projected needs and determine the cheese prep amount for that day.
- Place the projected number of opened cheese cases on the upper shelves of the cheese proofing rack.
- Mark with "Use First."
- Break up any clumps. Do not open the bag or remove the cheese from the box to execute this step.
- Move tempered cheese from the upper shelves (marked "Use First") of the cheese rack to the makeline as needed.
- To prep cheese for the makeline well, remove bag from the case by flipping the case upside down and pulling the box up (the bag should stay in place). Break up any remaining clumps and pour cheese into a full size Lexan®. Place on the makeline.
- Mark the Lexan®, not the lid, according to the DayMark® dating format.
- If cheese is left for the next day's use, the Lexan® should be marked with your initials, dates and times the case was prepped and the expiration (24 hour shelf life in a Lexan® on the makeline).
- Never add new cheese over old cheese.

Parmesan-Romano

- Restaurants may use only company-approved cheese products.

Receiving

- Parmesan-Romano is received frozen in cases and must be refrigerated.
- Mark case with the receipt and expiration dates and store refrigerated in the walk-in.

Storage

- Store Parmesan-Romano in the walk-in.
- Parmesan-Romano must be refrigerated at all times.
- Store prepped Parmesan-Romano refrigerated in a covered Lexan®.

Prep Unit

- 1/6 Lexan® (~1/3 bag)

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Parmesan-Romano Preparation Procedure

- Parmesan-Romano requires a 24-hour thaw time in the walk-in.
- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- The prep unit for Parmesan-Romano is one-third of a bag. Each case contains two four-pound (~1.8 kg) bags.
- Prep the appropriate number of bags to meet product demand.
- Open the box of Parmesan-Romano, remove the plastic bags, mark each unopened bag with the date, and discard the box.
- Open only the amount of boxes needed.
- Pour the Parmesan-Romano into a 1/6 Lexan® and place in the makeline well. Label the Lexan®, not the lid, with the date.
- Store the remaining Parmesan-Romano in a 1/6 Lexan®. Label the Lexan®, not the lid, with the date, and place in the appropriate refrigerated area.
- Never put Parmesan-Romano that has been in a Lexan® on the makeline back into an opened bag of Parmesan-Romano.

Three-Cheese Blend

- Restaurants may use only company-approved cheese products.

Receiving

- Three-Cheese Blend is received frozen in cases and must be refrigerated.
- Mark each case with the receipt and expiration dates and store refrigerated in the walk-in.

Storage

- Store Three-Cheese Blend refrigerated in the walk-in.
- Store prepped Three-Cheese Blend refrigerated in a covered Lexan®.

Prep Unit

- 1/6 Lexan® (~1/3 bag)

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Three-Cheese Blend Preparation Procedure

- Three-Cheese Blend requires a 24-hour thaw time in the walk-in.
- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- The prep unit for Three-Cheese Blend is one-third of a bag. Each case contains two five-pound (~2.3 kg) bags.
- Prep the appropriate number of bags to meet product demand.
- Open the box of Three-Cheese Blend, remove the plastic bags, mark each unopened bag with the date, and discard the box.
- Open only the amount of boxes needed.
- Pour the Three-Cheese Blend into a 1/6 Lexan® and place in the makeline well. Label the Lexan®, not the lid, with the date.
- Store the remaining Three-Cheese Blend in a 1/6 Lexan®. Label the Lexan®, not the lid, with the date, and place in the appropriate refrigerated area.
- Never put Three-Cheese Blend that has been in a Lexan® on the makeline back into an opened bag of Three-Cheese Blend.

Desserts

Dessert Topping/Spread

- Restaurants must use only company-approved dessert products.
- Mark cases/containers with receipt and expiration dates, according to the DayMark® dating format, and store in the appropriate areas.
- Prep only the amount of dessert topping needed for the day. Use the shelf life chart to determine shelf life. Dessert toppings that are expired must be discarded immediately.
- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project dessert topping/spread prep levels.
- A prep unit of dessert topping/spread is a 1/6 Lexan®.

Apple Filling

Note: Apple Filling is a regional product; it may not be available in all locations.

Receiving

- Apple Filling is delivered refrigerated and ready to use.
- Mark the case with the received and expiration dates, according to the DayMark® dating format.

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Storage

- Store the Apple Filling in the appropriate refrigerated area.
- Store prepped Apple Filling in the walk-in.
- Keep Apple Filling covered and refrigerated in the production area.

Prep Unit

- 1/6 Lexan®

Apple Filling Preparation

- Open the number of bags needed for the day.
- Pour or use a scoop to portion the Apple Filling needed for the day into a 1/6 Lexan®. Label the Lexan®, not the lid, according to the DayMark® dating format.
- Store any remaining prepped Apple Filling in the walk-in in a covered Lexan®. Ensure it is labeled properly with the correct Daymark® label.

At close, store unused prepped Apple Filling in the walk-in marked with the remaining shelf life for first use the next day.

Cinnamon Spread

Receiving

- Cinnamon Spread is received at room temperature. Room temperature is designated as a range of 50°F – 84°F (~10°C – 29°C).
- Mark the pail with the received and expiration dates, according to the DayMark® dating format.
- Cinnamon Spread is delivered ready to use.

Storage

- Store Cinnamon Spread in dry storage.
- Store prepped Cinnamon Spread at room temperature.

Prep Unit

- 1/6 Lexan® (~1/5 bucket)

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Cinnamon Spread Preparation

- Open the pail of Cinnamon Spread and stir with a spatula.
- Portion the amount needed for the day into a 1/6 Lexan® using the production scoop. Label the Lexan®, not the lid, according to the DayMark® dating format.
- Store the Cinnamon Spread at room temperature on the production line.
- Tightly seal the pail's lid when not in use and place in dry storage.
- At close, cover and store unused prepped Cinnamon Spread in dry storage marked with the remaining shelf life for first use the next day.

Crisp Topping

Receiving

- Mark the case with the received and expiration dates, according to the DayMark® dating format.
- Crisp topping is delivered at room temperature and is ready to use.

Storage

- Store crisp topping in dry storage in the container in which it was received.
- Store prepped crisp topping at room temperature.

Prep Unit

- 1/6 Lexan®

Crisp Topping Preparation

- Open the box and bag of Crisp Topping and pour the amount needed for the day into a 1/6 Lexan®. Label the Lexan®, not the lid, according to the DayMark® dating format.
- Store Crisp Topping covered and unrefrigerated on the production line.
- Re-seal the Crisp Topping bag when not in use and place in dry storage.
- At close, store unused Crisp Topping at room temperature marked with the remaining shelf life for first use the next day.

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White Icing Drizzle

Receiving

- White Icing Drizzle is received at room temperature.
- Mark the pail with the received and expiration dates, according to the DayMark® dating format.
- White Icing Drizzle is delivered ready to use.

Storage

- Store opened and/or unopened White Icing Drizzle in dry storage.
- Store prepped White Icing Drizzle at room temperature on the cut station.
- Store carry-over White Icing Drizzle in the walk-in.

Prep Unit

- 24 oz. Tri-tipped squeeze bottle

White Icing Drizzle Preparation

- From the pail of White Icing Drizzle, portion the amount needed for the day into the Three-tipped squeeze bottle. This may be done by using a funnel or a scoop.
- Label the three-tipped squeeze bottle, according to the DayMark® dating format, and store it unrefrigerated on the cut table.
- Tightly seal the pail's lid when not in use. Place unrefrigerated in dry storage.
- At close, store unused prepped White Icing Drizzle at room temperature marked with the remaining shelf life for first use the next day.
- Do not refill used squeeze bottles. Always prep White Icing Drizzle into a clean sanitized, and dry squeeze bottle.

Dustinator

Dustinator Preparation

- Restaurants must use only company-approved Dustinator.

Receiving

- Mark the bag with its received and expiration dates, according to the DayMark® dating format, and store at room temperature.
- Dustinator is received and is ready to use at room temperature.

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Storage

- Dustinator must be stored in a cool dry place.
- Store unopened Dustinator in dry storage.
- Store prepped Dustinator covered at room temperature when not in use.

Prep Unit

- Full Lexan®

Dustinator Preparation Procedures

- A prep unit is one full-size Lexan®. Fill with enough Dustinator to coat the pizza dough. Wash, rinse, sanitize, and air dry the Lexan® prior to placing a new bag of Dustinator inside.
- If you do not use a full bag of Dustinator, ensure you tightly seal the bag.

Produce Toppings

Banana Peppers

- Restaurants must use only company-approved Banana Peppers.

Receiving

- Banana Peppers are received and are ready to use at room temperature.
- Mark the case with the receipt and expiration dates, according to the DayMark® dating format, and store at room temperature until prepped.

Storage

- Unopened bags of Banana Peppers can be stored refrigerated or at room temperature.
- Opened bags of Banana Peppers may be stored and prepped in a covered and labeled Lexan® under refrigeration.
- **Do not remove remaining bags from the case.** Exposure to light alters the color of the Banana Peppers.

Prep Unit

- 1/6 Lexan® (1 bag)

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Banana Pepper Preparation Procedures

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- A prep unit of Banana Peppers is one bag in a covered, labeled Lexan®.
- Prepped Banana Peppers must be refrigerated in the original plastic bag or transferred with the product's liquid to a Lexan® container with a lid. Mark the Lexan®, not the lid, according to the DayMark® dating format.
- Store the container of prepped Banana Peppers in the appropriate refrigerated area.

Green Peppers

- Restaurants must use only large, company-approved green bell peppers.

Receiving

- Mark box with the receipt and expiration dates, according to the DayMark® dating format, and store green peppers in the walk-in.
- Green Peppers are received refrigerated.

Storage

- Keep Green Peppers refrigerated.
- Store unprepped Green Peppers in the box in which they were received.
- Avoid stacking items on top of the Green Peppers to prevent damaging them.
- Avoid storing Green Peppers under the walk-in condensing coils to prevent condensation from dripping on them.
- Store prepped Green Peppers in a covered, labeled Lexan® under refrigeration.

Prep Unit

- 1/3 Lexan® (~1/5 case)

Green Pepper Preparation Procedures

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Green Pepper prep levels.
- A prep unit for Green Peppers is a 1/3 Lexan® container with a lid. A prep unit requires approximately 25 Green Peppers, depending on their sizes. One case of Green Peppers yields approximately five prep units.
- Place the Green Peppers to be prepped into an adequate sized container. Rinse and gently rub all surfaces of the Green Peppers thoroughly under cold water at the prep sink. (See Figure 5.)

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- Place the rinsed Green Pepper into a clean and sanitized colander to remove excess moisture. Once all Green Peppers are rinsed and drained, transfer them to the prep table.
- Place a clean Green Pepper on the sanitized prep table on its side. Hold the Green Pepper in place by curling the fingers and placing them on the top of the Green Pepper. With a sharp knife, cut 1/3" (~8 mm) off the top of the Green Pepper. (See Figure 6.) *A cutting glove may be required.*
- Remove the center stem of the Green Pepper's top portion and discard. (See Figure 7.) Break the remaining top portion into five or six pieces and set aside.



Figure 5



Figure 6

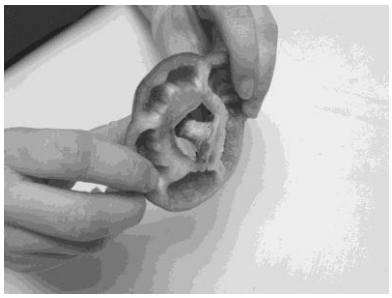


Figure 7

- Remove the seeds from the body of the Green Pepper, leaving a completely hollow pepper. (See Figure 8.)
- Hold the Green Pepper in place by curling your fingers and placing them on top of the pepper. Cut an "X" into the bottom of the pepper. (See Figure 9.)
- With the Green Pepper standing up, make three to four even cuts (depending on the size of the pepper) about 1" (~2.5 cm) apart and down the side of the pepper about 90%. Be careful not to cut completely through the pepper. The pepper must remain intact at the bottom for effective slicing. (See Figure 10.)



Figure 8

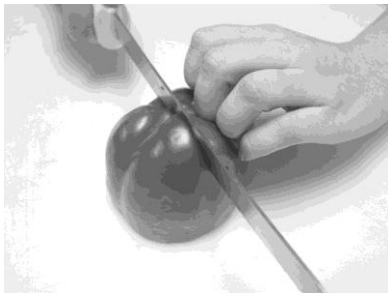


Figure 9

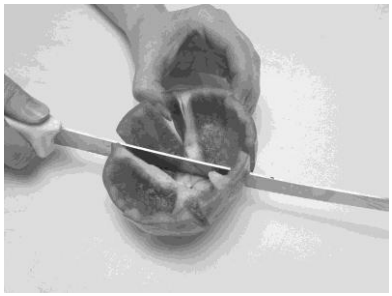


Figure 10

- Place the Green Pepper pieces, cut from the top, inside the hollow pepper. (See Figure 11.)
- Place a clean, sanitized, and dry 1/3 Lexan® under the food slicer to catch the sliced Green Peppers.

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- Place a pepper into the chute of the food slicer with the open end facing the blade. Close the safety lid. (See Figure 12.)

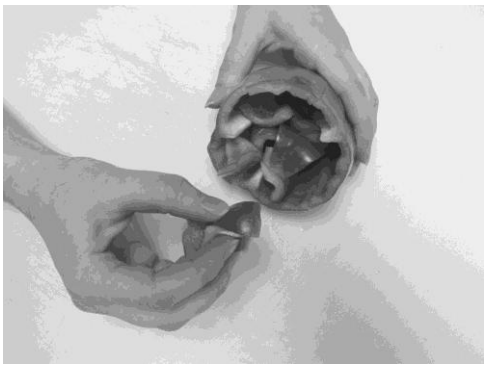


Figure 11

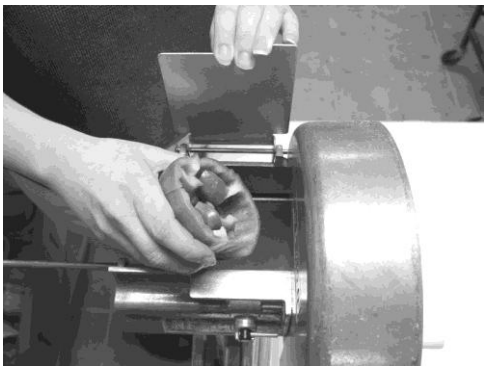


Figure 12

- Using the chute plunger, gently push the pepper through the blade while hand-turning the blade crank. Do not force the Green Pepper through the blade. Irregular cuts and bends result when forced through.
- Never place fingers or hands into the slicer chute while the slicing blade is turning.
- The standard cut pieces measure 1" to 1 1/2" (~2.5 cm to 4 cm) in length and 1/8" (~3 mm) in width. (The *Onion and Green Pepper Prep Laminate* in each restaurant shows the actual size. Use the laminate to confirm proper size.)
- Check the bottom part of the Green Pepper being cut. It may drop into the Lexan® as a large piece instead of a 1" (~2.5 cm) piece. If so, pick it up and break into small pieces.
- Cover the Lexan® with a lid. Label the Lexan®, not the lid, according to the DayMark® dating format.
- Place the container of Green Peppers in the appropriate refrigerated area.
- Wash, rinse, sanitize, and air dry the slicer after use.

Jalapeño Peppers

- Restaurants must use only company-approved Jalapeño Peppers.

Receiving

- Jalapeño Peppers are received and are ready to use at room temperature.
- Mark case/bags with the receipt and expiration dates, according to the DayMark® dating format, and store at room temperature until prepped.

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Storage

- Unopened cases or bags of Jalapeño Peppers can be stored refrigerated or at room temperature.
- Prepped products and opened bags must be refrigerated.
- Store prepped Jalapeño Peppers in a covered, labeled Lexan® under refrigeration.
- **Do not remove remaining bags of Jalapeño Peppers from the case.** Exposure to light alters their color.

Prep Unit

- 1/6 Lexan® (~1 bag)

Jalapeño Pepper Preparation Procedures

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- Prepped Jalapeño Peppers must be refrigerated in the original plastic bag or transferred with the product's liquid to a Lexan® container with a lid. Mark the Lexan®, not the lid, according to the DayMark® dating format.
- Store the prepped container of Jalapeños in the appropriate refrigerated area.

Fresh Mushrooms

- Restaurants must use only company-approved Mushrooms.

Receiving

- Fresh Mushrooms arrive at the restaurant ready for use.
- For optimum shelf life, fresh Mushrooms are delivered to the restaurant at 34ºF to 40ºF (~1ºC to ~5ºC).
- Take the temperature of delivered Mushrooms to ensure they are at proper temperature.
- To determine the temperature, place the probe of a food-grade, clean, sanitized, and calibrated thermometer through a hole in the top of the flat. Place the probe directly in the flat. (See Figure 13.)

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Figure 13

- If the temperature of the Mushrooms is less than 34ºF (~1ºC) or above 40ºF (~4.5ºC), contact the QCC immediately.
- Immediately after checking the temperature of the Mushrooms, mark the Mushroom flat with the receipt and expiration dates, according to the DayMark® dating format.

Storage

- Keeping the Mushrooms cold and dry is very critical.
- Store fresh Mushrooms in the container in which they were received. Never store Mushrooms in non-porous plastic bags or other airtight containers because this accelerates deterioration and will create a potential food safety problem.
- The ideal storage temperature is 34ºF to 40ºF (~1ºC to ~5ºC) with an ideal humidity level of 85% to 90%. Minimize exposure to light and provide adequate airflow by covering the flat with the cardboard cover or paper towels.
- Ensure all products in the walk-in are covered properly because Mushrooms easily absorb odors.
- Avoid stacking items on top of the Mushroom flats to prevent damaging the Mushrooms.
- Avoid storing Mushrooms under the walk-in condensing coils to prevent condensation from dripping on them.
- Store prepped Mushrooms, covered with paper towels, in an uncovered Lexan® under refrigeration. (See Figure 14.)



Figure 14

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Prep Unit

- 1/3 Lexan® (~1/4 case)

Fresh Mushroom Preparation Procedure

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Mushroom prep levels.
- Use the *Fresh Mushrooms Laminate* to determine if Mushrooms meet Papa John's standards.
- A prepped unit of Mushrooms is stored in a 1/3 Lexan® container.
- A flat of fresh Mushrooms yields approximately four 1/3 Lexans®.
- Remove the Mushrooms from the shipping container and place into a Lexan(s)®. Handle with care; fresh Mushroom slices damage easily.
- Mark the Lexan® container according to the DayMark® dating format. Place the Lexan® on the makeline.
- Store additional filled Lexans® under the makeline. Place a paper towel on top of the Mushrooms in the Lexan®. **Never place a lid on the Lexan® of mushrooms.** They become slimy when deprived of air.
- Once Mushrooms are placed on the makeline, they may not be returned to the walk-in. At the end of the night, discard Mushrooms left on the makeline.
- Prepped Mushrooms stored under the makeline that have never been placed on the makeline may be returned to the walk-in for storage. Mark the Lexan® with the date and "use first." Use on the makeline first the next morning.

Olive Preparation

- Restaurants must use only company-approved Olives.

Receiving

- Olives are received at room temperature and are ready to use.
- Mark case/bags with the receipt and expiration dates, according to the DayMark® dating format, and store at room temperature until prepped.

Storage

- Store Olives in the case or bag in which they were received.
- Unopened Olives are stored in dry storage at room temperature.
- Store prepped Olives in covered, labeled Lexans® under refrigeration.

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Prep Unit

- 1/6 Lexan® (~1 bag)

Olive Preparation Procedures (Black and Green)

- Use your Manager's Daily Operations Guide (MDOG) to identify your restaurant's olive prep amounts.
- The prep unit is one bag. It is acceptable to prep more than one Lexan® of Olives.
- Prep directly into the Lexan® to be used on the makeline.
- Carefully handle bags by the top to minimize breakage. (See Figures 15 and 16.)
- To open, tear the bag from either side. (See Figure 16.)
- Empty the contents of the bag into a 1/6 Lexan® container, keeping the brine no higher than 2" (~5 cm) from the top of the Lexan®. (See Figures 17 and 18.)





Figure 15



Figure 16



Figure 17



Figure 18

- Be sure to label the Lexan®, not the lid, according to the DayMark® dating format.
- *Note: The pouch quantity exceeds the fill line of the 1/6 Lexan®. (See Figure 18.) Exceeding the fill line is only acceptable for this product because the product is stored in its own brine.*

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Onions

- Restaurants must use only company-approved U.S. or Grade A Jumbo Yellow Onions.

Receiving

- Onions are received at room temperature.
- Mark the Onion bag with the receipt and expiration date, according to the DayMark® dating format; store at room temperature until prepped.

Storage

- Do not store unprepped Onions under refrigeration; place them in dry storage. Dry storage prevents condensation from forming on the outside of the Onion skin, which may lead to mold.
- Keep Onions out of direct sunlight.
- Store Onions in the bag in which they were received.
- Store prepped Onions covered and refrigerated in the walk-in or on the makeline in a labeled Lexan®.

Prep Unit

- 1/3 Lexan® (~1/5 bag)

Onion Preparation Procedures

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project onion prep levels.

A prep unit for onions is a 1/3 Lexan® with lid. A prep unit requires approximately eight to nine Onions, depending on the size of the Onion. One bag of Onions yields approximately five prep units.

- Place the unpeeled Onions to be prepped into an adequate sized container. Rinse and gently rub each Onion under cold water thoroughly. (See Figure 19.)
- Place the rinsed Onions into a clean and sanitized colander to drain excess moisture. Once all Onions are rinsed and drained, transfer the Onions to the prep table.
- Put a clean Onion on its side on the sanitized prep table. With a sharp knife, cut 1/3" (~8 mm) off the top and bottom of the Onion. *A cutting glove may be required.*
- Hold the Onion in place by curling the fingers and placing them on top of the onion. Peel the Onion by making one cut on the side and through the first two layers of skin. Remove the skin. (See Figure 20.)
- Using the corer, remove the center of the Onion. (See Figure 21.)

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Figure 19



Figure 20



Figure 21

- Stand the Onion on one of its flat ends. Hold the Onion in place by curling the fingers and placing them on top. Make three to four cuts (depending on the size of the Onion), through 90% of the Onion. Be careful not to cut completely through the Onion. The Onion must remain intact at the bottom for effective slicing. (See Figures 22 through 25.)

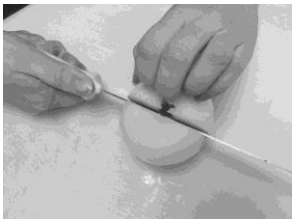


Figure 22

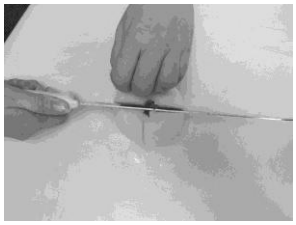


Figure 23

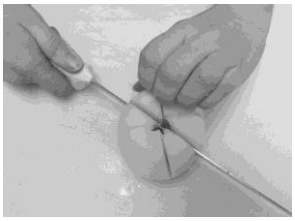


Figure 24

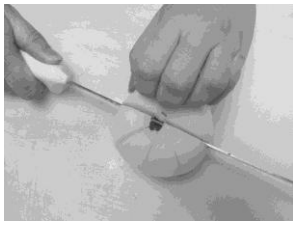


Figure 25

- Turn the Onion over. Hold it in place by curling the fingers and placing them on top of the Onion. Cut an "X" into the bottom of the Onion by making two 1/4″ (~6 mm) deep cuts. (See Figure 26.)
- Place a clean, sanitized, and dry 1/3 Lexan® container under the food slicer to catch the sliced Onions.
- Place an Onion into the chute of the food slicer with the X cut facing the plunger and close the safety lid. (See Figure 27.)
- Using the chute plunger, gently push the Onion through the blade while hand-turning the blade crank. (See Figure 28.) Do not force the Onion through the blade. Irregular cuts and bends result when forced through.

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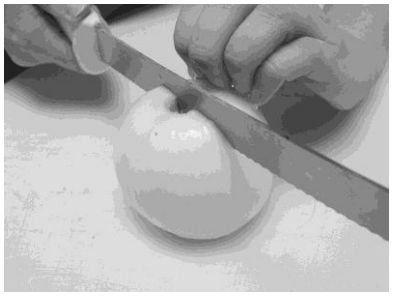


Figure 26

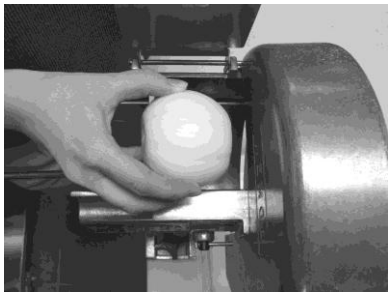


Figure 27

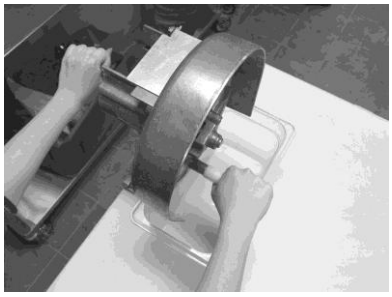


Figure 28

- Never place fingers or hands into the slicer chute while the slicer blade is turning.
- The standard cut pieces should measure 1" to 1 1/2" (~2.5 to 4 cm) in length and 1/8" (~3 mm) in width. (The *Onion and Green Pepper Prep Laminate* in each restaurant shows the actual size. Use the laminate to confirm proper size.)
- Check the sliced pieces for size. If necessary, break up any pieces that do not meet specifications.
- Cover the Lexan® container with a lid, and label the Lexan®, not the lid, according to the DayMark® dating format.
- Place the Lexan® of Onions in the appropriate refrigerated area.
- Wash, rinse, sanitize, and air dry the slicer after use.

Pineapple

- Restaurants must use only company-approved Pineapple.

Receiving

- Pineapple is received at room temperature and is ready to use.
- Mark with receipt and expiration dates, according to the DayMark® dating format, and store the Pineapple at room temperature until prepped.

Storage

- Keep unopened Pineapple in dry storage at room temperature.
- Store Pineapple in the cans in which it was received or in a covered, labeled Lexan® after opening.
- Prepped Pineapple is stored refrigerated in a Lexan®.

Prep Unit

- 1/6 Lexan® (~3 cans)

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Pineapple Preparation Procedures

Use the (MDOG) Daily Operations Guide and restaurant sales projections to project Pineapple prep levels.

A prep unit of Pineapple is one can as received, then transferred to a covered, labeled Lexan®.

- Ensure all cans are free from dents and bulges. Dents may compromise the seal of the can potentially allowing bacteria to develop. Bulges can be an indicator of bacterial growth –bulging cans should not be used. If, upon receipt or during processing, cans or products do not meet usage standards, set aside and contact the QCC.
- Wipe the top and bottom of each can with a clean cloth that has been soaked in sanitizing solution (according to the manufacturer's instructions). This prohibits germs from entering the can upon opening with the can opener.
- Maintain the can opener blade to eliminate the possibility of creating metal "slivers" during use. Use a clean and sanitized can opener when opening can(s).
- Open the can(s). Properly discard the lid(s).
- Pour the product into a Lexan®. Do not drain the liquid. Mark the Lexan® with the prep and expiration dates, times, and your initials. Cover with a lid and store in the walk-in or under the Makeline.
- Never store food products in an opened metal can in the walk-in or under the Makeline.

Diced Tomatoes

- Restaurants must use only company-approved Tomatoes.
- Roma Tomatoes are "meatier" and have less juice than other tomato varieties making them better when baked on a pizza.

Receiving

- The diameter of a Papa John's Roma Tomato is 1 3/4" to 2" (~4.5 cm to 5 cm). The *Tomato Training Laminate* in each restaurant shows the actual size. Use the laminate to confirm proper size.
- Mark the case with the receipt and expiration dates, according to the DayMark® dating format, and store Tomatoes in the walk-in.
- Tomatoes are received refrigerated.

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Storage

- Keep Tomatoes refrigerated.
- Store Tomatoes in the case in which they were received.
- Store prepped Tomatoes refrigerated in a labeled, covered Lexan® in the walk-in or on the makeline.

Prep Unit

- 1/6 Lexan® (~1/5 case)

Tomato Preparation Procedures

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Tomato prep levels.
- Check Tomatoes daily for decay. Remove decaying Tomatoes immediately from the case to avoid the spread of decay to other Tomatoes.
- Use the *Fresh Tomatoes Laminate* to determine if Tomatoes meet Papa John's standards.
- Place the Tomatoes to be prepped into an adequate sized container. Rinse and gently rub each Tomato under cold water. Be sure to rinse all surfaces of the Tomato thoroughly.
- Place the rinsed Tomatoes into a clean and sanitized colander to drain. Once all Tomatoes are drained, transfer them to the prep table.
- Place a 1/6 Lexan®, equipped with a drain insert (Figure 29), next to the Tomato dicer.
- Cut 1/8" (~3 mm) off the top of the Tomato and slice vertically to make two pieces. (See Figures 30 and 31.) *A cutting glove may be required.*
- Place the Tomato half face down on the Tomato dicer blades. Press down on dicer to make 1/2" (~13 mm) Tomato chunks. (See Figure 32.)



Figure 29

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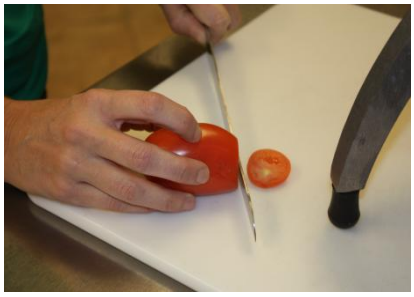


Figure 30



Figure 31



Figure 32

- Place the Tomato chunks in a 1/6 Lexan®.
- Repeat the above steps for the needed amount of Tomatoes.
- Once the amount needed is prepped, place a lid on the Lexan® container. Label the Lexan® – not the lid, according to the DayMark® dating format.
- Put the Lexan® of Tomatoes in the appropriate refrigerated area.
- Wash, rinse, sanitize, and air dry the Tomato dicer after use while being careful of the sharp blades.

Pizza Sauces

Barbeque Sauce

- Restaurants must use only company-approved Papa John's Barbeque Sauce.

Receiving

- Barbeque Sauce is received at room temperature.
- Mark with receipt and expiration dates, according to the DayMark® dating format, and store the sauce at room temperature until prepped.
- Barbeque Sauce arrives ready to use.

Storage

- Barbeque Sauce is stored in dry storage at room temperature.
- Store sauce in the bags in which it was received.
- Prepped Barbeque Sauce must be stored at room temperature in a Lexan® with a lid.

Prep Unit

- 1/3 Lexan® (~1 bag)

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Barbeque Sauce Preparation Procedures

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Barbeque Sauce prep levels

A prep unit of Barbeque Sauce is one bag in a 1/3 Lexan® with lid.

- Open a bag and pour into a 1/3 Lexan®. Use a spatula or Pouch-Mate to scrape the remaining sauce from the inside of the bag.
- Place the designated sauce spoon in the Barbeque Sauce. Cover with a slotted lid. Label the Lexan®, not the lid, according to the DayMark® dating format.
- Place the 1/3 Lexan® with Barbeque Sauce on the production line next to the Original Sauce.
- Prepared sauce may only be used at room temperature.
- **Carryover:** If shelf life permits, store prepped Barbeque Sauce on the production line overnight. Remove the sauce spoon and cover with a clean and sanitized solid lid. Label the Lexan®, not the lid, with "Use First". Ensure the date and time of when the Barbeque Sauce was initially prepped is recorded on the label, as well as its expiration date and time.

Original Sauce

- Restaurants must use only company-approved sauce.

Receiving

- Original Sauce is received at room temperature and is ready to use.
- Mark cases/cans with receipt and expiration dates, according to the DayMark® dating format, and store at room temperature.

Storage

- Original Sauce is stored in the can it was received in in dry storage at room temperature.
- Prepared sauce may only be used at room temperature.
- Store carry-over Original Sauce in the walk-in.

Prep Unit

- 12-quart bucket (up to three cans)

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Original Sauce Preparation Procedures

Never prep extra Original Sauce and store it in the walk-in for later use.

A prep unit of Original Sauce is one can of sauce. Original Sauce is prepared in an approved 12-quart (~12 liters) Lexan® with lid.

- Prep only the amount of Original Sauce needed for up to a 10-hour period. Once Original Sauce is opened and prepped for use, it has a 10-hour shelf life at room temperature. Discard expired Original Sauce immediately.

  Our Original Pizza Sauce must be at room temperature, or it will negatively affect the baking process of our pizzas. **Room temperature for pizza sauce is defined as 60°- 80°F (~15° - 26°C).**
- Ensure all cans are free from dents or bulges. Dents may compromise the seal of the can potentially allowing bacteria to develop. Bulges can be an indicator of bacterial growth; bulging cans should not be used. If, upon receipt or during processing, any cans or products do not meet usage standards, set aside and contact the QCC.
- Wipe the top and bottom of each can with a clean cloth that has been soaked in sanitizing solution (according to the manufacturer's instructions). This prohibits germs from entering the can upon opening with the can opener. (See Figure 33.)
- Maintain the can opener blade to eliminate the possibility of creating metal "slivers" during use. Using a clean and sanitized can opener, open the appropriate number of cans of sauce. Place the lids aside. Do not scrape sauce from the lids.
- Empty the can of sauce into the container. Pour as much sauce as possible from the can without tapping the sides.
- Use a spatula to scrape out all remaining sauce. (See Figure 34.)
- Place the lid(s) from the open can(s) into one empty can. Carefully squeeze the opened end of the can to prevent the lid(s) from slipping out. (See Figure 35.) Put all empty can(s) in the trash.



Figure 33



Figure 34



Figure 35

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- Place a clean and sanitized lid on the container. Record the prep date, time, and the team member's initials on the Lexan®, not the lid, according to the DayMark® dating format. (See Figure 36.) Do not store prepped sauce in the walk-in.
- Prepare the sauce and immediately take to the makeline for use or place the container in the designated "room temperature" area for use within the 10-hour shelf life. Be sure to put the sauce leveler on the bucket (See Figure 37.) Keep the container covered with a lid during non-peak periods.
  - To cover the bucket, gently remove the sauce leveler. Refer to the Sauce Laminate for instructions.
  - Clean and sanitize the sauce leveler before re-use.



Figure 36



Figure 37

- A small amount of Original Sauce left at the end of the day may be refrigerated overnight for the next day's use.

  Keep in mind: Sauce refrigerated overnight will not be ready for use during lunch; it will be too cold. To have properly temped sauce for lunch, the manager or prep person should prepare the needed amount of sauce to be used during the lunch period until the carryover sauce warms up to at least 60°F (~15°C).
- As a best practice while waiting for the sauce to warm up to at least 60°F (~15°C), open a fresh can of Original Pizza Sauce. Pour the amount needed for lunch into a clean, sanitized, and dry Lexan. Place on the makeline and cover with a lid until needed. Label the Lexan, not the lid, following the Daymark labeling guidelines. (See Figures 38-40.)
- Be sure to use all carryover sauce as soon as it reaches the proper temperature in order to reduce waste. Use carryover sauce first and record the date and time it is removed from the walk-in so the remaining shelf life can be managed. The total shelf life cannot exceed 10 hours at room temperature. The 10-hour shelf life includes necessary warm up time. (See Figure 41.)
- Do not prep extra original sauce for the current day or for the next day's use.

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- This procedure is also discussed in the *Opening and Closing* section of this Manual. Pizza sauce for dinner should be prepared prior to the start of the dinner rush using the same procedures.

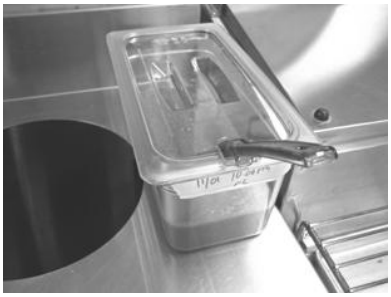


Figure 38



Figure 39



Figure 40



Figure 41

Spinach Alfredo Sauce

- Papa John's Spinach Alfredo Sauce is a white sauce made with a four-cheese blend, garlic, spinach, and real cream.

Receiving

- Spinach Alfredo is received refrigerated and ready to use.
- Mark with receipt and expiration dates and store the sauce refrigerated until prepped.

Storage

- Spinach Alfredo sauce is stored in the walk-in cooler in the bags in which it was received.
- Prepared sauce must be kept refrigerated and covered in a labeled Lexan®.
- Store carryover Spinach Alfredo in the walk-in for first use the next day. Label the Lexan® "Use First".

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Prep Unit

- 1/6 Lexan® (~1 bag)

Spinach Alfredo Sauce Preparation Procedures

Never prep extra Spinach Alfredo sauce and store it in the walk-in for later use.

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Spinach Alfredo prep levels.

A prep unit of Spinach Alfredo sauce is one bag of sauce in a 1/3 Lexan® with a lid.

- Only prep amount needed.
- To prepare sauce for the makeline, pour one bag into a 1/3 Lexan®.
- Mark the Lexan®, not the lid, with the prep date and time, as well as the expiration date and time. Place a four-ounce sauce spoon in the sauce, cover with a slotted lid, and place under the makeline.
- Prepped Spinach Alfredo sauce is stored refrigerated during operational hours. Store additional prepped sauce in the walk-in.
- **Carryover:** If necessary and shelf life permits, store the remaining sauce in the walk-in overnight. Remove the sauce spoon and cover with a solid lid. Label the Lexan® container, not the lid, "Use First" and ensure the date and time of the initial prep and the current date and time are also on the Lexan®. The difference between the total shelf life at refrigerated temperature and the time of the initial prep and the current time is the sauce's remaining shelf life.

Meats and Protein Toppings

Anchovies

- Restaurants must use only company-approved Anchovies.

Receiving

- Anchovies are received refrigerated and stored in their own tins.
- Mark with receipt and expiration dates and store refrigerated until prepped.
- Anchovies arrive ready to use.

Storage

- Anchovies are stored in the walk-in.
- Store Anchovies in the tins in which they are received.
- Prepared anchovies must be kept refrigerated.

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Prep Unit

- 1/6 Lexan®

Anchovies Preparation Procedures

Use the (MDOG) Daily Operations Guide and restaurant sales projections to project Anchovy prep levels.

A prep unit of Anchovies is one tin as received, then transferred from the tin to a Lexan® with lid.

- Ensure all tins are free from dents and bulges. Dents may compromise the seal of the tin, potentially allowing bacteria to develop. Bulges can be an indicator of bacterial growth; bulging cans should not be used. If, upon receipt or during processing, tins or products do not meet usage standards, set aside and contact the QCC.
- Wipe the top and bottom of each tin with a clean cloth that has been soaked in sanitizing solution (according to the manufacturer's instructions). This prohibits germs from entering the tin upon opening.
- Open the tin(s) and discard the lid(s).
- Pour the product into a Lexan® with lid. Do not drain the liquid. Mark the Lexan® with the prep date and time, as well as the expiration date and time.
- Never store food products in an opened metal tin in the walk-in or under the makeline.

Grilled Chicken Preparation

- Restaurants may use only company-approved poultry products.

Receiving

- Like all meats at Papa John's, Grilled Chicken is received pre-cooked. It is frozen in cases and must be refrigerated at all times, even when thawing.
- Mark case with the receipt and expiration dates and store refrigerated in the walk-in.

Storage

- Store Grilled Chicken in the walk-in.
- The label on the box may read, "Keep frozen." This statement applies to the product prior to its arriving at the restaurant.
- The label may indicate a "use by" date. This is applicable while the product is kept frozen at the QCC. The shelf life on the product shelf life chart starts when the product arrives in the restaurant and is thawing in the walk-in.
- Store prepped Grilled Chicken refrigerated in a covered, labeled Lexan®.

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Prep Unit

- 1/6 Lexan® (~1/2 bag)

Grilled Chicken Preparation Procedure

- Grilled Chicken requires a 24-hour thaw time in the walk-in.
- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- The prep unit for Grilled Chicken is one-half bag. Each case contains two five-pound (~2.3 kg) bags.
- Prep the appropriate number of bags to meet product demand.
- Open only the amount of boxes needed.
- Pour the Grilled Chicken into a 1/6 Lexan® and place in the Makeline well. Label the Lexan®, not the lid, with the date.
- Label and refrigerate the remaining Grilled Chicken in a covered Lexan®.
- Never put Grilled Chicken that has been in a Lexan® on the Makeline back into an opened bag of Grilled Chicken.

Meats: Bacon, Beef, Canadian Bacon, Italian Sausage, Pepperoni, Sausage

- Restaurants must use only company-approved meat products.

Receiving

- Meats arrive pre-cooked and frozen in cases. All meats must thaw under refrigeration for 24 hours before use.
- Mark the case with the receipt and expiration dates and store in the walk-in.

Storage

- The label on the box may read, "Keep frozen." This statement applies to the product prior to its arriving at the restaurant.
- Meats must be refrigerated at all times.
- Store prepped meat refrigerated in a covered, labeled Lexan®.
- Store carry-over meat in the walk-in.

Prep Unit

- Bacon 1/6 Lexan® (~1/2 bag)
- Canadian Bacon 1/3 Lexan® (~1 bag)
- Pepperoni 1/3 Lexan® (~1/4 bag)
- Beef 1/6 Lexan® (~1/2 bag)
- Italian Sausage 1/3 Lexan® (~1 bag)
- Sausage 1/3 Lexan® (~1 bag)

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Meats Preparation Procedures

- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- Prep the appropriate number of bags to meet product demand.
- Open only the amount of boxes needed.
- Label the Lexan®, not the lid, with the dates. Store the prepped meat in the appropriate refrigerated area. Prep only what is needed for the day.
- Place a prepped Lexan® on the makeline.

Seasonings and Sauces

Chicken Wing Sauces

- Restaurants must use only company-approved sauce products.

Receiving

- Chicken Wing sauces are received at room temperature and arrive ready to use.

Storage

- Store unopened Chicken Wing sauces in dry storage.
- Store opened bags of Chicken Wing sauces in covered, labeled Lexans® in dry storage.
- Store prepped Chicken Wing sauces at room temperature in a labeled FIFO bottle.
- Store carry-over Chicken Wing sauces at room temperature.

Prep Unit

- 16 oz. FIFO bottle

Chicken Wing Sauces Preparation

- From the bag of sauce, portion the amount needed for the day into a clean, sanitized, and dry FIFO bottle.
- Label FIFO bottle with the initials of the team member who prepped it, the date, and time, as well as the expiration date and time; store it unrefrigerated on the cut table.
- Store any partial sauce bags in separate covered Lexans® in dry storage, marked with the prepped shelf life on the Lexan®, not the lid. The open and expiration date and time must be present, as well as the initials of the prep team member.

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- At close, store unused prepped sauces at room temperature marked with the remaining shelf life for first use the next day.
- Do not refill used FIFO bottles or add new sauce on top of old sauce. Always prep sauces into a clean, sanitized, and dry FIFO bottle.

Dipping Sauce Cups

Refrigerated Dipping Sauce Cups – Garlic, Cheese, Pizza Sauce, Ranch, Bleu Cheese, and Honey Mustard Sauce Cups

- Restaurants must use only company-approved products.

Receiving

- Mark the case with the receipt and expiration dates and store in the walk-in.
- Refrigerated Dipping Sauce Cups are received refrigerated and arrive ready to use.

Storage

- Garlic Sauce Cups*, Cheese Sauce Cups, Pizza Sauce Cups, Ranch Sauce Cups, Bleu Cheese Sauce Cups, and Honey Mustard Sauce Cups must be refrigerated.
- Store prepped Garlic Sauce Cups, Cheese Sauce Cups, Pizza Sauce Cups, Ranch Sauce Cups, Bleu Cheese Sauce Cups, and Honey Mustard Sauce Cups refrigerated in a Lexan®.

Prep Unit

- 1/6 Lexan® (~1/10 case)
- 1/3 Lexan® (~1/3 case)
- 1/2 Lexan® (~2/3 case)

Garlic, Cheese, Pizza Sauce, Ranch, Bleu Cheese, and Honey Mustard Sauce Cups Preparation Procedures

A prep unit is one Lexan® of pre-packaged containers.

** Garlic Sauce Cups are held at refrigeration temperatures for quality, but they can be held at room temperature on the cut table for up to 10 hours.*

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Dry Storage Dipping Sauce Cups: Barbeque Sauce Cups and Buffalo Hot Sauce Cups

- Restaurants must use only company-approved products.

Receiving

- Mark the case with the receipt and expiration dates and store at room temperature.
- Barbeque Sauce Cups and Buffalo Hot Sauce Cups are received at room temperature and arrive ready to use.

Storage

- Barbeque Sauce Cups and Buffalo Hot Sauce Cups must be stored at room temperature.
- Store prepped Barbeque Sauce Cups and Buffalo Hot Sauce Cups in a Lexan® at room temperature.

Prep Unit

- 1/6 Lexan® (~1/10 case)
- 1/3 Lexan® (~1/3 case)
- 1/2 Lexan® (~2/3 case)

Barbeque Sauce Cups and Buffalo Hot Sauce Cups Preparation Procedures

- A prep unit is one Lexan® of pre-packaged containers.

Garlic Sauce Jug Preparation and Garlic Parmesan Sauce

- Restaurants must use only company-approved products.

Receiving

- Garlic Sauce jugs and Garlic Parmesan Sauce are received refrigerated and arrive ready to use.
- Mark with the receipt and expiration dates and store in the walk-in.

Storage

- Garlic Sauce jugs and Garlic Parmesan must be stored in a refrigerated area in the original container.
- Prepped Garlic Parmesan Sauce can be held at room temperature at the Makeline for up to 10 hours.

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Prep Unit

- 1/6 Lexan® or 24 oz. squeeze bottle

Garlic Sauce / Garlic Parmesan Sauce Jug Preparation Procedures

- Shake the jug before opening.
- Mark the jug with the prep team member's initials, date, and time of preparation, as well as the expiration date and time.
- Pour needed quantity from jug into a clean, sanitized, dry, and labeled 1/6 Lexan® or squeeze bottle. Return the jug to walk-in.
- Always prepare into a clean, sanitized, dry bottle; do not add new sauce on top of old sauce.
- The sauces can be at room temperature for **only** 10 hours in the production area.
- Discard unused prepped garlic sauce after the shelf life expires. Never return garlic sauce or garlic parmesan sauce to its original jug.

Topical Seasonings

- Restaurants must use only company-approved topical seasonings.

Receiving

- Topical seasonings are received at room temperature and are delivered ready to use.
- Mark cases with the receipt and expiration dates and store in dry storage.

Storage

- Store topical seasonings in dry storage.
- Store open bags of topical seasoning in a labeled and covered Lexan® in dry storage.
- Prepped topical seasoning can be stored at room temperature in a plastic seasoning shaker.

Prep Unit

- 1 shaker (~1/2 bag)

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Topical Seasonings Prep

- From the bag of seasoning, portion the amount needed for the day into a clean, sanitized, and dry plastic seasoning shaker.
- Label the shaker with the prep date and time, as well as the expiration date and time. Store it unrefrigerated on the cut table.
- Store any partial seasoning bags in separate covered Lexans® in dry storage, marked with the prepped shelf life on the Lexan®, not the lid. The date and time must be present.
- At close, store unused prepped seasoning at room temperature marked with the remaining shelf life for first use the next day.
- Do not refill used seasoning shakers or add new seasoning on top of old seasoning. Always prep seasoning into a clean, sanitized, dry seasoning plastic shaker.

Seasoning Packets: Crushed Red Pepper, Parmesan Cheese, and Special Seasoning

- Restaurants must use only company-approved products.

Receiving

- Mark the case with the receipt and expiration date and store at room temperature.
- Crushed Red Peppers, Parmesan Cheese, and Special Seasoning are received at room temperature and arrive ready to use.

Storage

- Crushed Red Pepper, Parmesan Cheese, and Special Seasoning must be stored at room temperature.
- Store seasoning packets in the container in which they were received until ready for use in the production area.
- Store seasoning packets at room temperature in the production area.

Prep Unit

- 1/6 Lexan®

Seasoning Packets – Crushed Red Pepper, Parmesan Cheese, and Special Seasoning Preparation Procedures

- A prep unit is pre-packaged seasonings stored in a 1/6 Lexan®.

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Side Items

Chicken Wings

- Restaurants must use only company-approved poultry products.

Receiving

- Chicken Wings, like all of the meats at Papa John's, are received pre-cooked and frozen and must be refrigerated at all times.
- Mark the case with the receipt and expiration dates and store in the walk-in.

Storage

- Chicken Wings must stay in their bags.
- Mark all bags of chicken wings removed from their cases with the receipt and expiration dates.
- Store Chicken Wings in the walk-in.
- Store prepped Chicken Wings refrigerated in a covered, labeled Lexan®.

Prep Unit

- 1/2 Lexan® (~1 bag)

Chicken Wings Preparation Procedures

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Chicken Wings prep levels.

Thawing

- While in their cases, the wings require at least a 48-hour thaw time in the walk-in. If the Chicken Wings have not completely thawed, they will not heat to the proper internal temperature.
- Remove the amount needed for the next day from the case to allow more air circulation and ensure wings fully thaw. Never thaw products outside the walk-in at room temperature.
- The thaw time may be reduced to 24 hours by removing bags from their receiving cases and placing them in a single layer on the walk-in storage shelves.
- Do not thaw Chicken Wings under cold running water as they come in a perforated bag.

A prep unit of chicken wings is one bag.

- Prep Chicken Wings for use on the makeline by placing the projected amount in the appropriate number of Lexans®.

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- One bag of Chicken Wings fills a 1/2 Lexan®.
- Label the Lexan®, not the lid, with the dates and times to manage the 24-hour Lexan® shelf life.

Chicken Poppers

- Restaurants must use only company-approved poultry products.

Receiving

- Mark with the receipt and expiration dates and store in the walk-in.
- Chicken Poppers arrive pre-cooked and frozen.
- Chicken Poppers must be thawed in the walk-in for a minimum of 24 hours prior to use. Once thawed, Chicken Poppers are ready for use on the production line.

Storage

- Store on the walk-in shelves with other meats in the coldest part of the walk-in.
- Chicken Poppers must remain refrigerated at all times.
- Do not store cases of Chicken Poppers on their sides. This causes the Chicken Poppers to clump together and possibly break into smaller pieces or lose their breading.
- Cases of Chicken Poppers may be stored on dunnage racks using a dough tray on the bottom. Do not stack more than four high on the dunnage racks.
- Do not over-handle the cases of Chicken Poppers. Over-handling causes the breading to fall off. Leave the bags of Chicken Poppers in their cases until they are ready for use. This helps to reduce piece breakage.
- Store prepped Chicken Poppers refrigerated in a Lexan®.

Prep Unit

- 1/3 Lexan® (~1/2 bag)

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Chicken Poppers Preparation Procedures

Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project Chicken Poppers prep levels.

A prep unit of Chicken Poppers is a 1/3 Lexan®.



- Open a bag of Chicken Poppers and fill a 1/3 Lexan®. Store the remaining Chicken Poppers in the appropriate refrigerated area.
- Place a lid on the Lexan®. Label the Lexan®, not the lid, with the date. Move Lexan® to the makeline well for use.
- If the shelf life permits, return **unused Chicken Poppers from under the makeline** to the walk-in at the end of the day for use first the next day. Label "Use First".
- If Chicken Poppers are needed quickly and they are not fully thawed, break open the case and remove the bags to allow more air circulation and faster thawing in the walk-in. Never thaw products outside the walk-in at room temperature.
- If using Chicken Poppers as a pizza topping, follow the prescribed laminates and shelf life charts for that particular product. For example, Buffalo Chicken Pizza, a popular Limited Time Offer pizza (LTO), uses Chicken Poppers as a topping. That LTO comes with its own set of specialty laminates to which team members may refer.

Pepperoncinis

- Restaurants must use only company-approved Pepperoncinis.

Receiving

- Pepperoncini Peppers arrive ready to use and are received at room temperature.
- Mark case with the receipt date and store at room temperature until prepped.

Storage

- Unprepped Pepperoncinis are stored in dry storage at room temperature.
- Store Pepperoncinis in the bags in which they were received or in a Lexan® after opening.
- Prepped Pepperoncinis are stored at room temperature at the cut station.
- Carry-over Pepperoncinis are stored refrigerated.

Prep Unit

- 1/2 Lexan® (~1 bag)

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Pepperoncinis Preparation Procedures

- A prep unit of Pepperoncinis is one bag in a 1/2 Lexan® with a lid.
- Use the Manager's Daily Operations Guide (MDOG) and restaurant sales projections to project prep levels.
- If prepped Pepperoncinis are not on the cut station, they must be refrigerated with the product's liquid in a Lexan® container with a lid.
- Open the Pepperoncinis case. Open the number of bags needed and pour into the appropriate number of Lexans®. Cover with a lid. Label each Lexan®, not the lid, with the date and time.
- Do not remove remaining bags from the case. Exposure to light alters the color of the Pepperoncinis.
- Mark the prepped Pepperoncinis with the receipt date and time and store in the appropriate refrigerated area. Prep only what is needed for the day.
- Place the prepped Lexan® at the appropriate station and follow the directions on the laminate. When serving Pepperoncinis, use the appropriate technique. Your state or local board of health may require using a tool, such as tongs.*
- Maintain only a small amount of liquid (about 2" (~5 cm)) in the bottom of the Lexan®.

*If required by your state or local board of health.

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Hand Washing

When should you wash your hands?

- Before working with food, utensils or equipment
- Before beginning food prep, and before switching food prep tasks
- Before putting on food handling gloves (see pg. 2)
- After handling soiled utensils and equipment
- After coughing, sneezing, using a tissue, or using tobacco products
- After eating or drinking
- After touching your face, hair, or non-clothed areas of your body
- After using the telephone or other equipment
- After handling receipts, money, inventory, or cleaning supplies
- After using the restroom, wash hands at a sink in the bathroom and again at the hand washing sink
- After handling trash
- After handling jalapeños, anchovies, and banana peppers, as well as any other toppings that may cause a flavor transfer

Good hand washing reduces the bacteria that can make people sick. It's important to wash your hands frequently and thoroughly.

Hand Washing Procedures

Step 1. Wash your hands in sinks designated for hand washing, not in utensil, food preparation, or service sinks such as the three-compartment sink.

Step 2. Wet your hands and forearms under running water, as hot as you can comfortably stand.

Step 3. Using disinfectant soap, not a hand sanitizer solution, work up a soapy lather covering your hands and forearms.

Step 4. Vigorously rub your hands together for at least 20 seconds; make sure to wash palms, back of hands, between fingers, and forearms. (Singing "Happy Birthday" three times takes approximately 20 seconds.)



Step 5. Pay particular attention to the area surrounding and under your fingernails and between fingers.

Step 6. Rinse your hands and forearms in warm water. Keep fingertips pointed down while rinsing.

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Step 7. Using a single-use paper towel, cover the faucet and then turn it off. Discard this paper towel. This prevents your hands from getting dirty from touching the faucet.

Step 8. Dry your hands with a single-use paper towel or warm air dryer. (Never dry your hands on an apron or with a dishtowel.) Be careful not to touch anything while returning to your workstation. Most items you touch will make you have to wash your hands again.

Step 9. If necessary, apply a small amount of hand sanitizer to clean, dry hands*. Rub thoroughly until dry (about 15 seconds). No rinsing required. No towels needed.

**Follow local Health Department guidelines for the use of instant hand sanitizer.*

Gloves

Some health departments require the use of food handling gloves when handling food. Always wash and sanitize your hands before using the gloves.

When Should You Change Gloves?

The same rules apply to changing gloves as to washing hands – any time you would be required to wash your hands, change your gloves. NEVER REUSE GLOVES – always put on a fresh pair.

Cleaning and Sanitizing

It is important all work areas and materials are thoroughly cleaned and sanitized before beginning food preparation. The following procedures must be strictly followed for safety and quality.

Cleaning Products and Procedures

- Always use company-approved cleaning materials.
- Restaurants must have "Materials Safety Data Sheets" (MSDS) on hand for any chemical product stored in the restaurant. The MSDS provide detailed safety and procedural information for chemical cleansers and products. These sheets should be stored in the MSDS binder near the food prep area and referred to as needed. Company-approved cleansers are shipped with MSDS or the sheets are available through the manufacturer.

Note: Do not use bleach anywhere in the restaurant. It can be hazardous if it comes into contact with other chemicals.

- All chemicals and cleaning supplies must be stored away from food products and food preparation areas.

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Placement of Water Level Stickers

The indication of water level is important because cleaners must be mixed with the proper amount of water to be effective. (Water level stickers are available through Papa John's approved chemical company.)

- Use a container marked with a gallon level to fill each sink with 8 or 12 gallons of water depending on the size of the sink.
- The water must be deep enough to completely cover dishes/Lexans.
- Place the water level stickers on each sink indicating the proper water level. (See picture.)



Preparing the Sink and Water

- Scrub the three-compartment sink, the sink area and the wall directly behind the sink with an approved cleaner. Rinse the scrubbed areas with warm water, 75ºF to 85ºF (~24ºC to ~29ºC).
- Mix sanitizer in the third compartment of the sink by adding the appropriate amount of sanitizer as directed on the manufacturer's label (e.g. two pumps for 12 gal.) Fill the sink to the designated fill line.
- Verify the strength of the sanitizer with test strips to ensure the proper strength (as defined on the label) is achieved.
- Fill a spray bottle labeled "SANITIZER" with this freshly-made sanitizer for use on work surfaces.
- Using a clean towel soaked one minute in sanitizer (follow manufacturer's directions for soaking), wipe the other sink compartments and the entire work area.
- Create dishwashing water by running hot water, 110ºF to 120ºF (~44ºC to ~49ºC), in the first compartment sink and add the manufacturers recommended amount of dishwashing liquid. Fill sink to the fill line.
- Create rinse water by running warm water, 75ºF to 85ºF (~24ºC to ~29ºC), in the second compartment sink. Fill sink to the fill line. Do not add anything to this water.

Work Areas, Containers, and Equipment Cleaning

Wash, rinse and sanitize all equipment, containers, and work areas to be used during food preparation using the following procedure.

- Thoroughly wash each item in the first compartment of the sink using a clean washing towel.
- Rinse items in the second compartment of the sink. Make sure items are free of soap.
- Sanitize items in the third compartment of the sink by allowing them to soak for at least one minute.
- Place sanitized items on a clean counter to air dry. Do NOT dry items with a towel, as a towel can re-contaminate sanitized items, as well as leave fibers on them.

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- Sanitize the prep table, cutting board, and vegetable sink, if applicable, by wiping with an approved sanitizing solution. Thoroughly clean all nicks and cuts in the cutting board with a brush before sanitizing. These areas can harbor food particles and bacteria. It is imperative to clean and sanitize the prep table before and after prepping each item.
- Using a brush, thoroughly clean the slicer and can opener. Sanitize before and after each use.
- To maintain the can opener, change its blade when it gets dull.
- Inspect the slicer blade every three months and replace if necessary to maintain equipment and ensure the quality of cuts.

Food Safety

Checking in a Quality Control Center (QCC) Order

- All items received from the QCC must be verified and dated.
- Check receiving temperature of all refrigerated products or verify product temperatures on the invoice. Immediately contact the QCC if any incorrect temperatures are found.
- Use the invoice to verify the quantity of all items received. Immediately contact the QCC if any discrepancies are detected.
- Mark all items, including bags of onions (on the label of the bag), with the receipt date.
- Use items in the order they are received. Practice the **First-In-First-Out** rotation method. For example: Two cases of sausage were received and dated on Wednesday, May 1. Three cases of sausage were received and dated on Saturday, May 4. All sausage with the May 1 receiving date should be rotated to the front of the rack where it is stored in the walk-in. All sausage with the May 4 receiving date should be rotated behind the May 1 product.

Product Shelf Life

Before beginning food preparation, evaluate the items to be prepped. Refer to the *Product Shelf Life Chart* for usage standards. This chart lists the shelf life for each Papa John's product.

- Except for dough, keep in mind that we count "commercially processed food" from the day it was opened. The 2009 USDA Food Code states:

  3-501.17 Ready-to-Eat, Potentially Hazardous Food (Time/Temperature Control for Safety Food), Date Marking.

  (1) The day the original container is opened in the food establishment shall be counted as Day 1;

- Food can only be stored and used according to its shelf life. Always adhere to the temperature guidelines for each product to maximize the product's shelf life.
- Food should always be evaluated for potential spoilage. Discard any food that does not meet Papa John's standards or appears spoiled, regardless of its shelf life.
- Review the *Daymark Implementation Guide* for proper dating and labeling procedures.

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Age Restrictions for Team Members Who Prepare Food

Papa John's company-owned restaurants will not permit the hiring of any individuals under the age of 16. Students or others who are 16 or 17 years old may be hired, but such persons may only perform a limited number of non-hazardous functions. (Company-owned restaurants: consult your Human Resource Director; Franchise restaurants: consult your Human Resource professional about state laws regarding proof of age or other documentation required for team members under the age of 18.)

The following duties are not approved for any team member under 18 years of age:

- Use of cutting tools (may include, but are not limited to: vegetable slicers and dicers, pizza cutters, can openers, dough dockers, etc.)
- Washing dishes

Temperature Ranges

Team members prepping food need to be aware of the following temperature ranges:

Refrigeration: At Papa John's, the temperature of refrigerated food and refrigeration units must be between 33°F – 38°F (~1°C – 3°C) at all times. When filling Lexans with food, such as Diced Tomatoes, for example, add tomatoes only to the fill line. Overfilling Lexans can prevent food from maintaining a proper temperature.

Room Temperature: Room temperature is designated at 50°F – 84°F (~10°C – 29°C).

Temperature Danger Zone: The Temperature Danger Zone is between 40°F – 140°F (~4°C – 60°C). Food that warms or cools to this range will quickly develop bacteria that can make people sick. Keep hot food hot and cold food cold! Cold food needs to stay between 33°F – 38°F (~1°C – 3°C), while hot food must stay above 140°F (60°C) at all times. While we do not reheat food at Papa John's, if you reheat food at home, reheat to 165°F (~74°C).

Safe Food Handling

To ensure proper quality and shelf life of all of our food products, and to prevent foodborne illness, proper handling procedures must be followed at all times. These procedures include storing food correctly, thawing food properly, and monitoring and maintaining proper temperatures.

- All food products must be stored at least six inches off the floor and away from the walls. Contact the local Health Department for local requirements.
- All products that arrive at the restaurant frozen (e.g. chicken poppers, chicken wings, etc.), must be thawed in the walk-in for the required amount of time. NEVER thaw products at room temperature. See the Food Preparation section of this Manual for proper thawing times and procedures for each product.

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- All food products must be held and stored at the proper temperature. All refrigerated products must be held below 41°F (5°C) to remain out of the food "danger zone". The walk-in and makeline temperatures should be between 33°F - 38°F (~1°C - ~3°C) to ensure this. Use a calibrated thermometer to verify temperatures.
- Makeline lids should be closed during slow periods to help maintain the proper temperature of the food. A calibrated thermometer should be used throughout the day to monitor product temperatures.

Handling Product Questions or Reporting Food Safety Issues

Questions About Ingredients

The Quality Hot Line is used for information regarding food ingredients, allergen-related issues, and nutritional information when the consumer does not have access to the Internet and needs immediate assistance. For information, please call 1-888-404-7537 and follow the prompts.

Reporting Food Safety Issues

From time to time, customers may call Papa John's restaurants claiming to be injured from a foreign object in the product (e.g. a tooth was broken as a result of biting into a product with a foreign object in it.) All efforts to handle customer opportunities should be addressed at the restaurant level first. If further assistance is needed, follow these procedures:

- Ask for the name and phone number of the customer involved. Your insurance carrier will need this information.
- If a foreign object was found in a pizza or product, please try to obtain the foreign object. Do not discard it.

If you report issues to GAB (all corporate restaurants report to GAB):

- Report a food safety issue or an incident of a foreign object being found in a pizza, etc., by calling GAB directly at 1-877-461-3695. This number is staffed 24 hours a day, seven days a week.
- In addition to calling GAB, please call your Quality Control Center (QCC) Customer Field Representative to report the issue.

If your restaurant uses another insurance carrier:

- Please report a food safety issue or an incident of a foreign object being found in a pizza, etc., to your QCC Customer Field Representative.
- If required, also call your insurance carrier.

Please reference the Customer Health and Personal Injury Claims section under the Restaurant Safety and Security Tab of this Manual for procedures on reporting injuries, etc.

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Handling a Product Recall or Withdrawal

On rare occasions, Papa John's may be forced to recall a food product or withdraw it from the market. These issues demand immediate attention from operators at all levels, and there are defined steps that must be followed to handle these situations. These steps will be communicated by telephone, e-mail and/or in writing, and must be given the highest priority.

To determine the need for a recall/product withdrawal, Papa John's Quality Assurance department will do a Health Hazard Evaluation. They will evaluate the situation based on information received from the QA Hotline, Risk Management, Operations, QC Centers, suppliers, customers, or regulatory agencies. The following factors may be used to help in the evaluation:

- The nature of the violation or defect (i.e., whether the product is adulterated, improperly labeled, or unwholesome).
- The occurrence of any illnesses or injuries.
- The likelihood that illnesses or injuries may result.
- The type of illnesses or injuries that may result.

The Senior Director of Quality Assurance and the Senior Vice President of Quality Management will review the Health Hazard Evaluation and determine if the incident warrants a recall/product withdrawal. Papa John's has formed a Product Withdrawal Committee of representatives from various corporate office departments to address these issues. Papa John's Senior Management Committee will review the incident and determine if the Product Withdrawal Committee should be convened. In general, the committee will not be convened if the normal operational and administrative response appears adequate to handle the situation.

The Quality Assurance department has identified three types of product interventions that can take place:

- Recall: The voluntary or mandatory removal of distributed products from the system when there is reason to believe that such products are adulterated or misbranded under the provisions of the FDA or USDA. "Recall" does not include a market withdrawal or a stock recovery.
- Market Withdrawal: The voluntary removal or correction of a distributed product that involves an infraction that would not warrant legal action by federal regulatory agencies.
- Stock Recovery: The removal or correction of product that has not been marketed or that has not left the direct control of Papa John's International or its suppliers.

When a recall or product withdrawal is initiated, it will be classified by the level of hazard involved. Recalls are classified as follows:

- Class 1. This is a health hazard situation in which there is a reasonable probability that the use of the product will cause serious, adverse health consequences or death. (e.g. product contaminated with glass.)
- Class 2. This is a health hazard situation in which the use of a product may cause temporary or medically reversible adverse health consequences or where the probability of serious adverse health consequences is remote. (e.g. the presence of undeclared allergens.)

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- Class 3. This is a situation in which the use of the product is not likely to cause adverse health consequences. (e.g. the presence of undeclared, generally recognized as safe non-allergen substances or product not meeting specifications.)

When issuing a product recall or withdrawal, the Quality Assurance department will also define the depth and the scope of the action to be taken, as well as the disposition required. The depth of a recall/product withdrawal is the level of product distribution to which the recall/product withdrawal extends, and is broken down into four levels:

- Consumer Level: This includes consumers as well as all other levels of distribution.
- Retail Level: This level includes all retail sales of the withdrawn product.
- User Level: Papa John's International restaurants.
- Wholesale Level: The distribution level between the manufacturer and the restaurants.

The scope of the action defines the amount and kind of product in question (e.g. all products produced within a certain code date.) The disposition is the action required to correct the situation leading to the recall such as reworking, returning or destroying the product. **The withdrawal will be terminated when the product in question has been removed and proper disposition or correction has been made.**

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Safety and Security Introduction

At Papa John's, People are Priority Always. We know we cannot successfully provide quality service and a quality product without first providing for the safety and health of our team members. The intent of this section is to provide assistance with managing any potential risk you may encounter on the job. It includes information on the following topics:

- Restaurant safety
- Restaurant security
- Delivery driver security
- Delivery driver eligibility guidelines
- Motor vehicle reports (MVR's)
- Security systems
- General claims procedures
- Physical Health and Serious Diseases of Team Members
- Board of Health Inspections
- Polygraph Tests (Lie Detector Tests)
- Crisis Management
- Restaurant Disaster Response and Recovery

Compliance with the information contained in this section is mandatory for corporate restaurant team members. It is offered to franchisees for informational purposes only. Each franchisee should decide upon its own safety and security policies. We suggest that all franchisees check with their own local counsel and governing authorities to ensure compliance with all applicable laws, rules and regulations.

Restaurant Safety

All reasonable efforts should be made to keep the restaurant clean and safe to avoid injury or property damage which can be very expensive. Workers' compensation costs make up a significant part of insurance expense and a single claim can result in a charge of thousands of dollars. In addition, workers' compensation claims adversely effect productivity and profitability. To control costs and provide a safe environment, team members are not allowed to engage in "horseplay," wrestling, practical jokes or other potentially dangerous activities.

To provide for team member safety, each restaurant must have a first aid kit and a fire extinguisher as well as a list of emergency phone numbers kept near the phone. All team members should be advised of the location of the first aid kit and the fire extinguisher.

First Aid Kit Contents

- Bloodborne Pathogen Kit
- Handbook
- 3" x 4" Pads
- Antibiotic Ointment
- Burn Gel Packs
- Finger Tip Bandages
- Hydrocortisone Cream
- Knuckle Bandages
- Cold Spray For Burns
- One Way Air Protector
- Triangular Bandage
- Scissors
- Tweezers
- 2" Gauze
- Tri-Cut Adhesive Tape
- Eye Wash - Single Use
- Bandage Strips (assorted sizes)
- Ice Packs
- Latex Gloves

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Injury prevention

Safety is important. This section addresses potential hazards your team members and customers face in the restaurant. Knowing how to identify hazardous situations and eliminate them is key to creating a safe restaurant.

Lifting

Proper lifting prevents back injuries. One of the more serious and common injuries in the workplace is a back injury. A back injury can become a problem a person lives with for the rest of his/her life.

Ways to prevent back injuries when lifting are:

- Test the object. If it seems too heavy, get help.
- Ensure the load is properly packed so it will not move around when you lift it.
- Avoid lifting objects over your head. Use a ladder to reach them.
- Use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back.
- Keep your body facing the object while you lift it. Twisting while lifting can hurt your back.
- Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
- "Lifting with your legs" should be done only when you can straddle the load. To lift with your legs, bend your knees, not your back, to pick up the load. Keep your back straight.
- Try to carry the load in the space between your shoulder and your waist. This puts less strain on your back muscles.

Slips and falls

Slips and falls are one of the most common types of injury at work. Situations that lead to slips and falls include:

- Wet floors
- Improper shoes (Use Shoes for Crews (800) 523-4448 or www.shoesforcrews.com)
- Obstacles on the floor
- Inadequate lighting
- Carrying oversized objects
- Walking too fast or running

Ways to minimize slips and falls include:

- Ensuring team members are wearing the proper rubber soled shoes
- Cleaning up spills immediately and using the wet floor sign to mark those areas
- Mopping periodically throughout the day to keep the floor clean of grease and other substances that lead to falls
- Using the proper mopping techniques (as outlined in this section)

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- Keeping the floor clear of obstacles such as boxes, trays and trash
- Replacing all lights as they burn out
- Checking your pathway and planning out the path, checking for obstacles on the floor or doors that may need to be opened
- Watch your walking speed

Burns

Awareness of the danger of potential burns should be raised when team members work near the ovens, heat lamps or hot water.

To prevent burns:

- Maintain a safe distance from the oven (see the Oventending Section of this Manual for more details).
- Warn other team members when removing products from the oven and moving them to the cut table.
- Allow screens to properly cool before recycling. Designate an area to store hot screens.
- Be aware of heat lamps on the holding table.
- Ensure the water heater is set to the proper temperature of 140° F (~ 60° C) to prevent burns.
- Turn on hot water slowly to prevent splashing.

Cuts

Cuts are another common form of restaurant injury. Cuts primarily come from our food prep equipment and pizza cutters. To help prevent cuts with knives:

- Always use a sharp knife (dull knives can slip off food and cause cuts.)
- Always use a cut-resistant glove when using a knife.
- Do not cut on a stainless steel table.
- When cutting, stabilize the item.
- Do not hold items in your hand when slicing.
- Cut away from your body.

To help prevent cuts with food prep equipment:

- Properly set up and use the vegetable slicer.
- Use the slicer's food pusher door to push the produce through, not your hands.
- Always use a cut-resistant glove when using the tomato slicer.
- If using a tomato slicer do not put fingers near the blades, let the food pusher push the tomato through the blades. Do not use your fingers.
- Unplug all equipment before disassembling it or cleaning it.
- Do not try to catch falling objects, especially knives.
- Do not leave knives, tomato slicers or other cutting tools in soapy dishwater.

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- Keep fingers away from moving parts.

To help prevent cuts with pizza cutters:

- Cut away from your body.

Fire Extinguisher Inspection

The fire extinguisher must be located in a normal traffic pathway, be visible and readily accessible and mounted so the top of the fire extinguisher is no higher than five feet above the floor. Fire extinguishers should be inspected regularly and recharged at least once each year. Papa John's corporate restaurants use an independent contractor to conduct annual inspections and "re-tagging." This contractor will also recharge the extinguisher if it has been discharged for any reason.

Carbon Monoxide Detectors

Each restaurant must have a working carbon monoxide detector. This needs to be placed at a level of approximately six feet above floor level and near the oven. The most common detector being used is Nighthawk, which can be purchased at any local supply store.

If the carbon monoxide detector activates, immediately evacuate the restaurant and contact the fire department. Follow the directions supplied by the fire department and report this matter to your immediate supervisor.

Floor Cleaning

One of the more common injuries in a restaurant setting is slips and falls. Follow the procedures below when cleaning the floors of the restaurant.

The floors of Papa John's corporate restaurants have been treated with a chemical to help minimize this risk. Even so, floor cleaning is an important part of reducing slips and falls in any restaurant.

Clean up all liquids and spills on the floor in the restaurant and in front of the restaurant. Make sure floors are clean and dry at all times. Use wet floor signs when necessary. Comply fully with the procedures for proper floor maintenance.

Recommended Cleaning Procedures

1. Sweep the floor of all loose debris.
2. Start with a bucket of clean, hot water with properly diluted degreaser. Using a clean mop, put the mop into the bucket and, without squeezing it out, spread the solution over the floor area to be cleaned. Let this soak for 5 to 10 minutes to soften up the grease on the floor. (Do not use soaps such as Tide®, Spic & Span®, Mr. Clean® or any type of bleach.)
3. Deck brush the area that you have soaked with the degreaser solution. By deck brushing the tile and the grout you will help keep the "anti-slip" treatment effective and clean up all the grease and dirt from the day's activity.
4. Once deck brushing is completed for the area soaked with solution, rinse the mop and squeeze it out really well in the mop bucket. With a mop as dry as possible, soak up the solution on the floor just deck brushed.
5. Repeat Steps 2 and 3 until the floor is clean. When the solution in the mop bucket looks dirty, empty and fill with clean water and new solution.

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6. Empty the mop bucket and fill it with hot, clean water. Rinse the floor just cleaned with the cleaning solution.
7. Empty the mop bucket and rinse the mop head.

TIPS: Be sure to replace mop heads every week or have them laundered. Have one mop and bucket for the production area and one mop and bucket for the customer area. When cleaning up spills during the day, just use clean hot water and a rinsed-out mop head. If you have any questions regarding these procedures or the anti-slip floor treatment, please call Nu-Safe Floor Solutions at 800-275-7771.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) for every chemical in the restaurant are in the MSDS binder. The binder is shipped to restaurants in the Starter Kit for chemical-cleaning supplies. If you do not have a MSDS for a chemical in the restaurant, contact the manufacturer to obtain the MSDS.

Hazard Communication

Papa John's maintains a Hazard Communication Program at each restaurant. Team members should understand the MSDS and labeling system, as well as the methods used to detect the presence or release of a hazardous chemical in their restaurant. Team members should understand how to protect themselves from possible hazards in their restaurant. This information is maintained in the MSDS Binder. The Hazard Communication Program materials are available Wasserstrom.

Restaurant Security

Follow all security procedures to help prevent personal injuries and reduce financial loss.

Lighting

- Each restaurant should have adequate lighting on the interior and exterior of the premises, including around all entrances to the restaurant.
- Turn on all exterior lights and signs at dusk and during bad weather if it gets dark.
- Replace burned out bulbs as soon as possible.

Doors

- Any doors not regularly used by team members or customers should remain locked (but should be able to be opened from the inside in case of a fire or other emergency).
- A buzzer or doorbell may be installed on the front door for late night use. The door can remain locked with all customers and team members being required to "buzz in" before being allowed into the restaurant.
- The rear door must have a peephole.
- The rear door is never to be opened after dark. Use it only to take trash out during the day and always be sure it is locked when closed.

Keys

- Account for all keys.
- Issue keys only to managers–general managers, manager designates, shift leaders – who are required to have them.

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- Collect keys from all departing team members.
- Change the locks if a team member with possession of a key separates from the company.
- Change all locks automatically when a Papa John's corporate restaurant team member with keys or an alarm code separates his/her employment.

Admittance when the restaurant is closed

- Only team members authorized to be in the restaurant or scheduled to work should be in the restaurant before it opens or after closing.
- No one should be admitted into the restaurant unless he or she is a team member scheduled to work or is an expected repairperson.
- Team members not scheduled to work or who are "off the clock" should not be in the restaurant.

Personal Items

- No jewelry may be worn on the makeline and only a wedding band or inexpensive watch may be worn otherwise.
- Papa John's Corporate is not responsible for reimbursing team members at corporate restaurants for personal possessions such as jewelry, CD's, cell phones, etc. left unattended in a car and/or restaurant and then stolen.

Delivery Vehicles

- Delivery drivers should not have anyone in the car with them while making deliveries.
- The only people authorized to accompany a delivery driver are team members who are observing for training purposes.
- No relatives, family members or off-duty team members should ever be in the delivery driver's car during deliveries.

Opening

- Open the restaurant with two people.
- The two opening team members should always park near the front door.
- One team member should remain in his/her car a safe distance away and observe as the other team member inspects the restaurant, including a drive around the restaurant to check for broken windows, open doors or other suspicious items.
- The other team member should call the police if the first team member is accosted or if a suspicious person or car is seen in the lot.
- The team member first entering the restaurant turns on all interior lights as soon as he/she enters the restaurant.
- After other team members arrive, the opening person's car should be moved from the front door to make room for customers.

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Closing

- Two team members must close the restaurant. The late night and early morning hours usually present the greatest risk of danger.
- Only authorized Papa John's persons can be in the restaurant at closing—no friends of team members or other team members who are "off the clock."
- Both team members must be ready to leave the restaurant at the same time.
- One team member should go to his or her car and drive to the front of the restaurant; one team member should remain in the restaurant.
- The team members should be aware of people who might be loitering or sitting in cars outside the restaurant.
- If something is wrong outside, the person in the restaurant telephones the police for help.
- If no problems occur, the team member inside the restaurant sets the alarm, exits the restaurant and locks the door leaving some interior lights on to deter burglars.

Passwords

- Do not share your password with anyone.
- If you feel that your password has been compromised, change it immediately.

Financial Controls

- Follow all guidelines regarding financial transactions as they are described in the Financial Controls tab in this manual.

Preventing Inventory Shortages

- To prevent inventory shortages, a restaurant's inventory should be physically inventoried each period on an unannounced basis. To properly gauge the amount of inventory needed in the restaurant, the manager should monitor past food usage, special events, and upcoming advertising. Too much inventory will increase costs and may result in food spoilage. Having too little inventory could result in the restaurant running out of product at a time when additional inventory cannot be obtained.
- In the event a manager is promoted, transferred or his or her employment is terminated, two physical inventories of the manager's restaurant should be conducted. The first inventory is conducted on the manager's last day of employment and the second is conducted on the day the new manager assumes responsibility for the restaurant.

Crimes or Threats

- Immediately report crimes or threats to commit wrongful acts against team members and/or restaurant property. These include, but are not limited to, armed robbery, burglary, theft (external as well as internal, e.g., missing deposits), assaults, vandalism and any other intentional wrongful acts against our people or property or threats to team members of physical harm to them or the premises (e.g., bomb threats). Papa John's corporate restaurants should call the Human Resources Hotline at 1-888-442-7272 for non-emergencies and call your director of operations or franchise multi-unit manager for all emergency situations at any time.

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Cooperation with Law Enforcement Authorities

Papa John's International cooperates fully with the investigations of local police departments and other law enforcement authorities. That being said, there are guidelines and parameters to follow when dealing with any law enforcement authority.

- If you are contacted by telephone, do not release any information to the caller or follow the caller's direction. Papa John's does not release any information about any team members or customers without proper verification of the requesting party and the need for information.
- If you receive such a request by telephone, ask the caller to put it in writing and fax it to you. If you receive a written request, contact your DO and/or HRD, and follow his or her instructions.
- If you receive a fax or subpoena from a law enforcement agency, do not release any information. Review the document with your DO and/or HRD, and immediately send it to Papa John's Legal Department at Papa John's corporate office.
- If law enforcement personnel come to the restaurant, always ask for a badge or other verification of the person's identity before speaking with the person or providing any information. Immediately contact your DO and/or HRD if the officer requests a search of the premises.
- Papa John's has the right to conduct its own investigations. During an investigation, it may be necessary to conduct a search of team members' property, including delivery drivers' cars, offices, cubicles, backpacks, purses and lockers.
- Papa John's prohibits strip searches of any team member or customer. A strip search is where someone is asked to remove any item of clothing to look for contraband. Contact your HRD or the Legal Department with any questions about searches.
- Beware of hoax callers or persons posing as law enforcement officers over the telephone or in person. Again, never release information or take direction over the telephone, and always seek proper verification of identity.
- Court papers, subpoenas, and garnishments from court should also be sent immediately to the Legal Department. Contact your DO and/or HRD with questions.

Carryout

- Most in-restaurant robberies occur after 10:00 p.m. Therefore, it is recommended the front door be locked after 10:00 p.m.
- Business in some areas might not warrant ending carryout at 10:00 p.m. As with other safety and security decisions, the decision to close carryout at a specific time is a local decision made by the franchise multi-unit manager / DO for each market. If you choose to offer carryout after 10:00 p.m., then engage the magnetic lock and first confirm the identity of the person who is coming into the restaurant to pick up the pizzas. Then, "buzz in" (unlock the magnetic lock) the customer or delivery driver.

Safes

- Keeping cash only in a time-delay safe is a deterrent to robbery. Dough trays, file cabinets and ceilings are not secure places to store cash. Do not store cash in these places. Most cash shortages are the work of people who "know the system." Knowing

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the system will not allow potential robbers access to money kept in the safe, but money kept in a dough tray or file cabinet is easily accessible.

- In-restaurant robberies usually occur in less than two minutes. The robber is concerned only with taking what cash he/she can, and getting away as quickly as possible. If the robber knows the restaurant does not have a safe, he/she sees an opportunity for a quick robbery. For this reason, Papa John's corporate restaurants place a time-delay sticker on the front door and on the safe advising the restaurant is equipped with a time-delay safe. The sticker, as well as the time-delay safe, is a deterrent to robbery. (Additional stickers can be ordered from Preferred Marketing Solutions at 1-800-230-7272.)

Delivery Driver Security

Delivery drivers should be aware of the following guidelines:

- Know the delivery area and the delivery location before leaving the restaurant. A good suggestion is to call the customer for directions and ask the customer to leave a porch light on for safety and convenience.
- Cell phone guidelines – verify by calling the customer back when orders come in on cell phones.
- Delivery drivers need to always wear their seatbelts and obey all traffic laws.
- To prevent vehicles from being stolen, delivery drivers should not leave keys in the car or leave the engine running while making a delivery at any time.
- Carry a flashlight.
- Never carry more than $20 for making change. Do not carry personal money when delivering. (Robbers do not care whose money they take.) Leave wallets/purses at home or locked in the restaurant. Remember to always carry a driver's license and proof of insurance.
- Do not use bank zipper bags to hold money while making deliveries. Someone may think you have the "restaurant" deposit. A "fanny pack" is allowed, but make sure it is secured properly.
- Do not count money while returning to your car. Keep money out of sight. If making multi-runs, hide money from a previous delivery in the car and keep the car locked.
- Always be aware of the surroundings. Keep alert for any potential problem.
- Upon returning to the restaurant, make a drop and ask for change immediately when returning from a delivery. Always try to drop money out of the customer's sight.
- Never take any restaurant money home.
- Do not accept $50 or $100 bills. Ask for smaller change or a local personal check with proper identification.
- Drivers need to check their drop box and confirm that their box is locked. Drivers should provide their own locks on the drop box.
- Limit the size, value and amount of personal jewelry worn to work.

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- Be careful of delivery sites that appear unsafe. A house that is dark, has uncollected mail or newspapers or appears empty may warrant caution. If you feel unsafe, drive to the nearest safe pay phone or back to the restaurant and call the customer. If no one answers, call the manager.
- When it becomes obvious an address does not exist, do not get out of your car. A wrong address is a common way to be set up for a robbery. Drive to the nearest safe area and call the customer. If no one answers, call the manager.
- Never enter the customer's home, hotel room or apartment to make a delivery. For hotel/motel deliveries, a good suggestion is to confirm the guest is staying at the hotel by checking with the front desk. If security is in question, meet the customer in the lobby to make the delivery.
- Make customer callbacks on large orders and late night orders. Late night orders typically include those after 8pm.

Delivery Driver Eligibility Guidelines

Candidates must meet certain guidelines to be eligible for employment with Papa John's as delivery drivers, the Motor Vehicle Report (MVR) guidelines. The guidelines apply only to Papa John's corporate restaurants; franchisees are encouraged to follow a similar or equally prudent approach. Failure to comply with MVR criteria renders a person ineligible for employment as a corporate delivery driver. (See the MVR laminate in your restaurant. Contact Risk Management at 1-502-261-4485 if you need a MVR laminate).

Every effort must be made to ensure only safe and responsible individuals are hired as delivery drivers. Any management team member who knowingly hires a delivery driver who does not fall within the MVR criteria faces discipline, up to and including termination. All potential delivery drivers must be screened and approved prior to being hired. An MVR must be approved for all corporate delivery driver applicants through the corporate office. Semi-annual MVR's are also automatically run on all active delivery drivers. Depending on the driving offense, delivery drivers may be disciplined up to and including termination.

Motor Vehicle Reports (As stated in the introduction, these MVR standards apply to corporate restaurants only.)

- The applicant for a delivery driver position must come to the restaurant so information on this delivery driver applicant can be put into the PROFIT System or eForms. The applicant must bring his/her driver's license and insurance card. Every applicant must give consent and acknowledge reading the electronic consent form appearing in the PROFIT System/eForms, or he/she will not be able to work for any Papa John's corporate restaurants.

Steps for the PROFIT System

The MVR request process is automated in the PROFIT System™ and team members must consent to an MVR by choosing "I provide my consent" on a screen in the PROFIT System.

- There are screens to enter information for a delivery driver. You must complete information on all screens except the training matrix for the MVR to process. Please reference the PROFIT System Job Aids for details.

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Steps for Restaurants with eForms – Please reference the eForms Help Menu for step-by-step instructions.

When to Order an MVR?

An MVR is needed when applicants for delivery driver positions apply for the job.

How to Get MVR Results?

MVR results are posted daily at approximately 4:00 p.m. (Eastern Standard Time) on the Subscriber's List in Lotus Notes. The results are typically back from our provider within 72 hours, provided holidays do not interfere and reports are running on schedule. MVR results for corporate restaurants are available from Directors of Operations.

Proof of Insurance

Delivery drivers are required to provide proof of automobile insurance by providing a copy of a valid insurance card when hired. Delivery drivers must also provide an updated copy every time they renew their policy.

The mandatory minimum insurance limits in the state where they work must be met.

Acceptable proof of insurance is an insurance card or a declarations (DEC) page from the delivery driver's insurance company. In addition, this insurance card must be carried in the delivery driver's vehicle at all times. There are no exceptions to this policy. If the team member fails to provide this information, he or she must be transferred to work inside the restaurant until proof of insurance is provided.

Corporate restaurant managers keep copies of a driver's insurance and driver's license in a separate driver's binder.

Auto Accidents

How to Report Driver Automobile Accidents (Papa John's corporate restaurants only)

All automobile accidents must be reported to the General Adjustment Bureau (GAB) at 1-877-461-3695. If there is an injury to a team member, the manager in charge must notify the workers' compensation carrier using the guidelines in this section. If there is an accident resulting in **life-threatening injuries** to a team member or anyone else, immediately contact the director of operations/franchise multi-unit manager for your area, regardless of the time of day.

In addition, delivery drivers involved in an automobile accident should report the incident to his/her own insurance company. Delivery drivers should not admit fault or liability, but should cooperate with the police and allow appropriate personnel to handle the incident. (Franchisees should contact their insurance carriers to report automobile accidents.)

If a Robbery Happens

Most robberies are over in a matter of minutes with no injuries. The robber will most likely be nervous and armed with a knife or handgun. The longer the robbery takes, the more nervous he or she may become. Do not try to stall. Give him/her what he/she wants as quickly as possible. Tell him/her of any moves you plan to make.

The chances of injury are greatly reduced if team members do exactly as told. If the robber asks for only one or five dollar bills, for example, give him/her only those bills. Do not argue.

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Other guidelines to consider are:

- Do not be a hero.
- Do not resist. Do not trade the loss of money for the loss of a life.
- Cooperate.

Without being obvious, team members should try to observe as much about the robber as possible. The more that can be remembered about the robber, the better the chances the police have to apprehend him/her. Make these observations from inside the restaurant. Do not pursue the robber!

Physical features are more important than clothing. Important things to notice are:

- color of hair, eyes and skin
- facial hair, sideburns, mustache or beard and other prominent facial features
- age, height and build
- marks, scars and tattoos
- the way he/she speaks (does he/she speak with an accent, etc.)
- the color and type of clothing and jewelry worn
- the hand in which the weapon is held (left or right)
- the height of the robber (a height bar should be installed next to the front door)
- whether the robber had glasses
- type of shoes and any other identifying features

Other useful information includes:

- The direction taken when leaving
- The mode of getaway (foot, car)
- Color of the car
- License number

After the robbery

- Lock the front door.
- Call 9ll.
  - Ask for help if anyone is injured.
  - Stay on the phone until you are told to hang up.
- Ask any witnesses to remain until the police arrive. Ask the witnesses to write down what they saw and heard as soon as possible. If witnesses will not stay, get their names, addresses and telephone numbers.
- Protect any physical evidence, such as an object touched by the robber or things he/she may have left behind.
- Notify the DO / franchise multi-unit manager immediately.
- When the police arrive, cooperate fully.

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- When asked, tell the police the amount taken and request it be kept confidential. Do not discuss the amount of your loss with anyone except the police.

Papa John's corporate restaurants: call GAB at 1-877-461-3695 to report the incident.

Security Systems for Papa John's Corporate Restaurants

The magnetic locks, alarm system and the CCTV (closed circuit television), where available, are valuable security tools. Each system has specific requirements for optimal performance.

Magnetic Locks

Magnetic locks should be in working order. If not, contact your locksmith or your DO/franchise multi-unit manager.

Alarm System

The system must be maintained and in working condition at all times. If it is not working, call the phone number on the alarm panel or on the front window decal from the alarm company.

If you are unable to resolve the problem, call or page the DO / franchise multi-unit manager. It is imperative the alarm is turned on when closing the restaurant. Make sure each authorized team member is using a different code for the alarm system.

Alarms

- Issue a separate alarm code to each management team member—there should be no sharing of alarm codes.
- Change alarm codes and safe codes whenever there is a change in the management in the restaurant or if either have been compromised.
- Call the alarm company to delete the separating team member from the authorization list.

CCTV (Closed-Circuit Television)

The CCTV system must be maintained and in working condition at all times. If it is not working, call the phone number on the alarm panel or on the front window decal from the alarm company. If you are unable to resolve the problem, call or page your Director of Operations / franchise multi-unit manager. Papa John's corporate restaurants, have Digital Video Recorders (DVR).

The DO must have the only key to the security system DVR. The box for the DVR must be locked at all times.

You must ensure the DVR is recording and the proper date and time is set. Ensure the "record" button is illuminated.

General Claims Procedures

The following are general claim procedures for Papa John's corporate restaurants. (Franchisees should call their own insurance carriers). If there is a question about an area not covered in this section, please contact your Human Resource Director or Franchise Business Director.

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Reporting a Workers' Compensation Claim

All injuries to team members must be reported—no exceptions—directly to the insurance company by telephone as soon as possible after the occurrence. GAB can be reached 24 hours a day, 7 days a week at 1-877- 461-3695.

Inquiries from attorneys, doctors, hospitals, parents, or team members should be referred to the claims representative in the corporate office. This phone number is 1-502-261-4244.

The following information is required when the telephone report is made:

- Description of incident and location (facts, not opinions)
- Witnesses (name, address and phone number)
- Name and address of injured team member
- Sex, date of birth and social security number of injured team member
- Type of injury (cut, burn, etc.) and part(s) of body injured
- Time of injury and time shift began
- Name and address of physician or hospital
- Estimated number of days to be missed
- Anticipated return to work date
- Current wages of team member, per hour and hours worked on average
- Date of hire of injured team member

Medical bills for work-related injuries for corporate team members should be sent to the claims representative at the corporate office.

Property Damage

There are two types of property damage reported—damage to our property (e.g., a damaged awning on the restaurant) and damage to property of others (e.g., a driver backed into a customer's mailbox).

If the incident involves damage to our property, call GAB to report the claim at 1-877-461-3695. Be prepared to discuss the extent of the damage and the approximate cost to repair.

If the incident involves damage to the property of others caused by a delivery driver, the claim should be reported to GAB at 1-877-461-3695. Also, the delivery driver should report it to his/her insurance carrier.

Customer Health and Personal Injury Claims

From time to time customers may call Papa John's restaurants claiming to have become ill (e.g. food poisoning) or were injured (e.g. falling) as a result of eating Papa John's products or visiting a restaurant. All such claims alleging illness or injury should promptly be reported. Record as much information as possible with regard to the claim (i.e., complete product code, customer symptoms, time of day, who was working, etc.) Papa John's corporate restaurants should call GAB at 1-877-461-3695. Franchisees should call their own insurance carriers.

If a customer alleges food poisoning, follow the steps below:

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1. The restaurant manager calls two or three customers who ordered the same product(s) prior to the customer who is alleging food poisoning, as well as two or three customers who ordered after.
2. Using a callback form, the manager asks the customers questions and records the responses.
3. If the customers say yes, call your insurance company and notify your DO/franchise multi-unit manager.
4. If the customers say no, the manager thanks the customer for the feedback and files the responses in the restaurant.

If a customer claims to have fallen in a corporate restaurant, follow the steps below:

1. Get the customer's complete name, address and phone number.
2. Note the date and time of the incident and if any foreign substance on the floor at the time.
3. Make note of the weather conditions outside at the time of the incident. Papa John's corporate restaurants should contact GAB at 1-877-461-3695 and report the incident. Advise the customer someone will contact him/her regarding the incident. If the customer who fell needs medical attention, encourage him/her to get the treatment he/she thinks is necessary, but do not agree to pay for any medical or other costs.
4. If the restaurant has a DVR system, save the images for investigative purposes.

Franchisees should contact their insurance carriers and follow their procedures.

Physical Health and Serious Diseases of Team Members

Team members should be allowed to work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other team members or customers. Because of sensitivities in situations such as this, Papa John's corporate restaurants should immediately call the Human Resources Hotline at 1-888-442-7272 when these situations arise.

Board of Health Inspections

The Board of Health routinely inspects restaurants, either on its own or at the prompting of customers or team members. Most states require inspection certificates be displayed. If cited, violations should be corrected immediately. Repeated violations can result in fines or restaurant closing. Restaurant management should be courteous to and fully cooperate with Health Department officials. Here are some guidelines that will enable managers/operators to get the most out of Health Department inspections:

1. **Ask for identification.** Clarify the purpose of the visit – is it a routine inspection, the result of a customer complaint, or for some other purpose?
2. **Cooperate.** Answer all of the inspector's questions and instruct your team members to do the same. Ask to accompany him/her during the inspection.
3. **Take notes.** As you walk around with the inspector, make a note of any problems that are pointed out and make it clear that you are willing to correct them. If a potential violation can be corrected quickly, do so, or tell the inspector when it will be corrected.

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4. **Keep the relationship professional.** Do not offer food or drink before, during, or after an inspection; this offer could be viewed as an attempt to bribe the inspector.
5. **Be prepared to provide records requested by the inspector.** If the inspector's request seems inappropriate, call your DO/Operating Partner or the inspector's supervisor before providing the records.
6. **Discuss any violations and time frames for correction with the inspector.** Make sure you understand clearly the exact nature of the violation, how it impacts food safety, how to correct it, and if the inspector will do any follow-up. Most health departments only give a short period of time (48 hours or less) to correct critical violations.
7. **Report the results.** All health department visits/inspection results should be communicated immediately to the DO/Operating Partner.
8. **Follow up.** Correct the problems, and establish new procedures or revise existing ones to correct the problem permanently.

The most recent health department inspection can be an excellent training tool. Managers/operators should walk through their restaurants and review the most recent inspection with their team on a monthly basis to prevent ongoing problems.

Polygraph Tests (Lie Detector Tests)

Federal laws (e.g., the Employee Polygraph Protection Act) authorize lie detector tests under very limited circumstances. Corporate team members should not participate in or attempt to conduct a polygraph test without prior authorization. Corporate restaurants should contact their Human Resources Director (HRD) with any questions regarding polygraph tests.

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Crisis Management

Papa John's International provides crisis management information for two reasons: first, to provide our corporate operators with guidelines to effectively handle crisis situations as they occur, and second, to offer franchisees examples of procedures they can use to adapt to their own business needs.

Papa John's defines a crisis as any unexpected event that disrupts the standard operations of the restaurant. There are four fundamental steps to managing a crisis.

Step One: Assess the severity of the crisis.

Different emergencies require different responses; however, all restaurant crises have one common element—a manager initially handles them. A manager must quickly assess the situation. Some crises can be resolved on the spot without too much time demanded from the manager, while some crises require the exclusive attention of the manager for a period of time. In the worst-case scenario, a crisis may require closing the restaurant. On-the-job experience is the best resource for determining the severity of a crisis. However, we can define a set of criteria to provide a framework for restaurant crisis experiences. This criterion forms the Crisis Management Scale.

The Crisis Management Scale

The Crisis Management Scale defines the severity of a crisis with the colors red, yellow, and green.

- **Red** is the most severe crisis. It requires at least the temporary shutdown of the restaurant. This will be determined by your DO/operating partner (e.g., Hepatitis outbreak, restaurant robbery, fire, etc.)
- **Yellow** is a severe crisis. It requires direct involvement of the manager on duty (e.g., running out of a product during a shift, an accident resulting in injury, etc.)
- **Green** is the least severe crisis. It requires immediate attention by a manager (e.g., customer complaints, suspicious person loitering outside the restaurant, etc.)

Step Two: Identify the crisis

Once the manager knows the severity of the crisis and who will be managing it, he/she must identify–or categorize–the crisis. The type of crisis dictates what action is to be taken, and who, if anyone, should be notified. Crises can come in many forms. However, most emergencies fall under, but are not limited to, the following categories:

- **Robbery.** The act or an instance of unlawfully taking the property of another by the use of violence or intimidation. At Papa John's, robbery can occur in three contexts: in a restaurant, on a delivery, or during a bank deposit. (Red or Yellow)
- **Accident.** An accident is an unexpected, undesirable event. At Papa John's, delivery drivers, inside team members, and customers can suffer accidents. (Red, Yellow, or Green)
- **Communicable Diseases.** A contagious disease transmittable between persons or species (e.g., hepatitis). A manager must manage the possibility of communicable diseases being present in inside team members or delivery drivers. (Red or Yellow)

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- **Environmental Issues.** Possible environmental issues at a Papa John's include gas leaks, the presence of carbon monoxide, or HVAC problems. (Red or Yellow)
- **Weather.** Weather is a crisis when adverse or destructive atmospheric conditions, such as high wind or heavy rain, are present. Managers must deal with severe weather (e.g. floods and tornadoes), which can physically affect the restaurant and team members or hinder delivery. (Red, Yellow, or Green)
- **Product/ Ingredients Contamination.** Contamination occurs when any product is unclean by contact or mixture. Debris in the dough or any foreign object in any of Papa John's products constitutes a crisis for the restaurant. (Red or Yellow)
- **Customer Relations.** A customer has the right to voice a complaint or grievance to a manager; however, customers can also mistreat or even assault (verbally or physically) a team member or manager. When this happens, the manager must end the interaction with the customer and initiate crisis management. (Yellow or Green)
- **Violence in the workplace.** Any hostile, intimidating, or harmful behavior by or against anyone in the restaurant or conducting business of the restaurant is considered violence in the workplace. Some examples include threats against a team member, harassing telephone calls to a team member, a customer's lewd comments to a team member, throwing objects at a team member, etc. (Red, Yellow, or Green)
- **Media.** Any Papa John's restaurant is subject to possible media contact. This contact can be positive or negative. Some events usually resulting in negative media contact include limiting delivery in an area, product problems, robberies, and allergic reactions to ingredients. (Red, Yellow, or Green)
- **Team Member Issues.** Any events disruptive to the standard operation of a restaurant or affecting a team member may lead to a crisis. (Red, Yellow, or Green)

Step Three: Respond properly and effectively

Use crisis management techniques to respond properly and effectively to any situation. Once a manager knows the level and type of crisis he/she faces, it is time to manage the crisis. Generally speaking, applying the first two components of crisis management (assessment of severity and identification of crisis) initiates proper crisis management. By assessing the severity, the manager knows whether to delegate, directly address or, worst-case scenario, shut down the restaurant. By identifying the crisis, the manager knows who to contact for support.

Tips for Dealing with the Media

- **Call your DO/Operating Partner** or the Corporate Communications Department at the corporate office (502-261-4987). Franchisees should follow the policies and procedures in their Crisis Communications Plans.
- **Only a DO/Operating Partner** should speak to reporters outside the restaurant. Do not allow media into the restaurant.
- **Pause before you answer.** Give yourself plenty of time to consider the question.
- **Keep your answers short.** Two or three sentences at most. Do not offer more information than is asked.
- **Respond to requests for information by saying:** "I'm sorry. I cannot confirm anything or answer any questions because we are still investigating. I am sure you

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understand we are addressing the situation and we need your patience for a short time. As soon as we have more information, we will make a statement."

- **Express empathy.** If one of your team members has been injured, call him/her by name. You could say something like, "We are thinking of (first name of the team member) and his/her family. We are addressing the situation."
- **Do not speculate.** It is human nature to try to talk your way out of something you are not sure of, especially if you are nervous (and you will be). If you do not know the answer, the most intelligent response you can give the media is something along the lines of "I'm not absolutely sure. Let me check into that and get back with you."
- **Stay on the record.** You have no idea what the reporter will use if you talk to him/her "off the record." Respond to questions as described above. Do not say "No comment."
- **The interview is not over when the interview is over.** Off-the-cuff remarks are a natural tendency after the last question has been asked but may wind up in the story. Remember, the interview is still going on until the reporter is gone.
- **Do not allow any team members to be photographed or interviewed.** Tell team members not to discuss any issue with the media and to refer all media questions to the designated spokesperson. Your DO/Operating Partner will designate the spokesperson.

Step Four: Analyze the crisis

Analyze the crisis with other members of the management team and your Director of Operations/ Operating Partner. As soon as possible after the crisis, figure out why it occurred and how it could have been prevented. The goal is to prevent the crisis from occurring again, or at least minimize the impact it has on your restaurant's operations.

A manager must be able to maintain consistent restaurant operations even when operations are disrupted by unexpected or even traumatic events. By using a standard procedure for dealing with a crisis, you are more likely to manage unexpected events properly.

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Papa John's Disaster Response And Recovery Plan For Restaurant Operations

The Disaster Response and Recovery Plan (the Plan) includes recommendations for you to consider following in the event of a disaster, man-made (such as a riot or vandalism) or natural (such as a flood, hurricane or tornado).

Additionally, this information applies to any emergency that could disrupt operations. Please ensure that you and your team are familiar with these recommendations so all team members and the Papa John's brand are protected.

The main points to remember during a disaster and a disaster recovery include:

- Ensuring the safety of our team members is the top priority
- Maintaining open communications
- Being prepared, remaining calm and protecting the brand

Ensuring Safety

The safety of our team members is our top priority in all actions taken prior to, during and after any disaster. Prior to the disaster, communicate the Disaster Recovery Plan to your team and ensure the steps you direct them to take can be executed by doing a "practice run" when practical.

If the restaurant (restaurants) need to be closed during regular business hours, communicate with your Director of Operations (DO) or Operating Partner.

If the situation warrants it, schedule a minimal number of staff to work. Consider asking team members to volunteer as some who live close by might want to work. Also, ensure you have the people with the skills you need to run the restaurant effectively.

For drivers, use best judgment while driving in severe weather with threats of tornadoes. Ensure that the driver keeps his radio open to updates and can hear tornado sirens in the area. Drivers should stay at the restaurants during a tornado rather than attempting to drive home.

Because hurricanes usually have longer warning times, ensure your team has completed all restaurant safety requirements to prepare for the storm and have adequate time to return to their homes or a place of safety.

If time permits, the recommendations in the checklist should be taken to minimize damage to the restaurants before the disaster hits and to minimize the amount of time to recover after the disaster is over.

Maintaining Open Communications

Share information with your team about the disaster plan before the disaster hits. Ensure you are ready to do this by following the steps below:

- Have current contact telephone numbers for every team member.
- Designate a "phone tree" including a "last" call to you to ensure the "phone tree" was effective in contacting everyone.
- Express your expectations for team members showing up for their scheduled shift or calling you for direction.

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- Ensure you have communicated a way to share updates with the team because circumstances during a disaster change frequently.
- Communicate the plan for the various levels of operating status: full, limited, carryout only and closed.
- Inform the on-line team of each restaurant's operating status.
- A phone line will be open for communications. This # is 866-241-7272. This will be updated as needed to provide additional updates.
- All store closings need to be communicated to the DO/FBD. They in turn will notify the OVP/DVP.
- A conference call may be set up and details will be communicated after the storm. These are typically at noon Eastern Time and will continue on as needed.
- Contact Corporate Communications for any requests for the Franchise Team Member Papa Fund.

Storm Tracking

It is the responsibility of the Operations Vice President/Director of Operations/Operating Partner (OVP/DO/OP) to track a pending disaster and to decide what actions should be taken prior to its arrival.

Base your decision to close on the official reports from the National Weather Service. If evacuation is recommended, close the restaurant and inform the team of the closing. Stay in contact with local weather officials and/or the National Weather Service office on a regular basis to monitor the disaster's progress. Do not rely on second-hand information.

Notifications

If it appears a disaster will affect a region or a market, the OVP/DO/OP should confirm they have updated contact lists for all management and team members. Attached are several checklists your teams can use to handle various disaster situations before and after one hits your area.

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Being Prepared

Use these checklists subsequent to the disaster occurring and after the closing of the restaurant(s) has been scheduled.

DO/OP Checklist

	Yes/No
Make sure all management/team members are accounted for and they know whether or not to come in for upcoming shifts.	
Team members should not be on the road during a disaster.	
Activate the "phone tree" to ensure all team members are notified of the status of their respective restaurant.	
Make sure all team members know how to get in contact with the GM, you or the OVP. To keep calls to a minimum, instruct team members to contact their GM first.	
Ensure you have an accurate contact list of all your team members including their addresses and telephone numbers.	
Make sure you can contact your OVP/OP, PJFS and all vendors.	
Aside from direction by your OVP/OP, use your discretion as to when to shut down your restaurant.	
Be sure to follow all local ordinances/curfews or state directives regarding the disaster. Your safety and the safety of your team takes precedence over all other things.	
Make sure your car is full of gas and advise your team likewise.	

GM Checklist

	Yes/No
Print team member phone list from the Profit system.	
Have a working weather radio with additional batteries.	
Have a flashlight with extra batteries.	
Confirm the first aid kit is fully stocked.	
Confirm the Emergency Recovery Kit is completely stocked.	
Take inventory of all remaining food items as time permits. Print a Weekly Inventory Report. Keep the report with you. This information is needed for insurance and P&L impact purposes.	
Ensure all food products are at least 6 inches off the floor to minimize any possible water damage.	
Purchase a disposable camera with at least 24 exposures to take photos of any disaster damage for insurance claims.	

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Remove all loose items from outside the restaurant (i.e., dough trays, etc.).	
Remove letters from reader boards/portable signs. Keep the letters and board/signs in the restaurant. DO NOT REMOVE SIGNAGE FROM BUILDING OR POLES.	
Ensure dumpster lids and gates are secured with chain or rope and the dumpster gate is locked.	
If you have portable outside seating, store the chairs and other items in the restaurant. Consider placing equipment in the dumpster area.	
Purchase masking tape and tape all windows to minimize breakage and flying glass. Tape an "X" from corner to corner diagonally.	
Consult with your OVP/DO/OP, to know if you need to board up windows. If time allows purchase the appropriate supplies (i.e., plywood, etc.).	
If you have the space, consider ordering additional items that are not perishable to maintain the level of sales that are common after a disaster. Please discuss this tactic with your OVP/DO/OP.	
Review safe driving procedures with delivery drivers including how to handle flooding, downed power lines, etc.	
Leave register drawers open in the event there is looting after storm hits.	
Leave the driver drop boxes unlocked	
Cover all computer equipment with a plastic bag to minimize water damage. If possible, move POS system (covered with a trash bag) from the office to the walk in.	
Turn off circuit breakers and unplug all electronic equipment, except for the walk-in, outside lights, any fire protection or the alarm system.	
Ensure you know where the utility shutoffs are located before the disaster hits.	
Take all deposits to the bank. The remaining money should be kept in the time delay portion of the safe.	
Keep on file any city/county decrees or orders to close.	
Prior to leaving the restaurant, tape a note to the inside of the entry door instructing team members who you could not contact to call the DO/OVP for information.	
Turn on the outside lights (if on circuit breaker) or activate timer, set the alarm, and then depart and lock the restaurant.	

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Insert phone numbers: GAS_____ ELECTRIC_____ WATER_____ SEWER_____ TELEPHONES_____	
Ensure all products are moved from the makeline to the walk in.	
If the restaurant closed, document the date and time and provide to your DO/OP.	
If there is a power outage, contact the electric company for an estimated time of restoration.	
Contact online ordering to inform them you are closing.	
Complete closing procedures and ensure back up tapes are complete. Take back up tape and all closing paperwork home with you.	
Give direction to team members regarding what is expected once the restaurant is re-opened.	
Encourage all team members to fill up gas tanks on their way home.	

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Disaster Recovery

Use the checklists below to manage the disaster recovery.

If your restaurant was closed due to a disaster contact the Field System Help Desk **before** you turn on the Profit system. The Help Desk can be reached at 888-275-7272 (888-ASK-PAPA).

DO/OP Checklist

	Yes/No
Document the damage. If possible, use a camera and or videotape to document the damage. If not possible, document the damage by listing all the damage that occurred. NOTE: Identify restaurant ID on film and/or tape and maintain the tape and film for the claims process. **Outside the restaurant:** Key areas of interest include: roof damage, status of equipment on the roof, sign damage, parking lot light poles, down/broken, trees in parking lot, windows broken, additional labor needed to cleanup the outside of the restaurant. **Inside the restaurant:** Key areas of interest include: water damage, roof leaks, ceiling tiles missing/damaged, chairs, damaged refrigerators, ruined floors, walls, restrooms, electrical damage, gas supply damage, POS computer systems, additional labor to cleanup the inside of the restaurant For insurance purposes, it is very important to document all losses and extra expenses incurred. Your Property Manager will take care of the restaurant. You will be responsible for determining and providing detailed information for inventory losses and team member clean up labor costs. If your restaurant has sustained any damage, notify GAB or your insurance company. GAB can be reached at 877-461-3695.	
Loss of Inventory: If you previously completed a Weekly Inventory Report, then complete another inventory and note the differences, including product spoilage. Save this report and turn it in to your insurance carrier. If you did not have a chance to complete a Weekly Inventory Report before the disaster hit, then do so and note those items that you know were damaged/had to be discarded. Hold and turn in to your insurance carrier.	
Inspect all refrigerated products: Visually inspect and take temperatures of the product in the walk-in. Discard all cold ingredients whose temperature is 41°F or warmer.	
Clean and sanitize all facilities and equipment.	
If your facility was flooded, clean everything that got wet. Try to do this within 24–48 hours to prevent the growth of mold and mildew.	
If your facility has a septic tank system that was flooded, contact the local health department for an evaluation. Flooded septic systems may malfunction without proper attention	
Contact your team members. Determine if they are okay and how you may be able to assist them, if necessary. Determine who is available to work, even if they are put to work in another restaurant that may need assistance right away.	

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Do not use tap water for drinking or product preparation until proper authorities have cleared the source. Normally, you can expect public service announcements on the radio to address this issue. Contact your Quality Assurance Hotline if a Boil Water Order has been issued for instructions.	
Start preparing the restaurant for re-opening. It is important to get back to a normal routine as soon as possible. Clear debris from parking lot and clean up as much as possible.	
Check incoming deliveries: Check all refrigerated and frozen products on arrival for temperature and quality.	
Document re-opening time/date. This is important information that is required for insurance purposes. Provide information to person handling the claim.	
Utilize the battery-powered radio at the restaurant. Sometimes, when there has been a storm, power is erratic. A radio will help you to keep up with public service announcements, news, weather forecasts, restoration of telephone service, curfew information, etc.	
If you have a reader board, use it to let the public know you are open or put a sign on exterior of restaurant.	
Pending direction from your OVP/OP, consider offering free food to the community, police, fire and recovery volunteers.	
If you open and you do not have power or full power, and the Profit system is not functioning, consider using battery-operated calculators to keep track of sales. Additionally, deal in whole dollars (tax included) if possible to make doing business easier.	
If necessary, offer a limited menu, to be determined and directed by your OVP/OP.	
Abide by all curfews.	
If there is no curfew, decide, in conjunction with your OVP/OP, on hours of operations to best serve the community needs.	

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GM Checklist

		Yes/No
	Get in touch with all team members to confirm they are safe.	
	Go to the restaurant to assess if there is any damage. If the restaurant has sustained damage, please file a claim with GAB or your franchisee's insurance carrier. GAB can be reached at 877-461-3695. Please keep the reference # assigned to your case. A different claim will need to be called in for each restaurant damaged by the disaster.	
	Confirm all utilities are in working order. If not, contact the appropriate utility company: If you smell gas, immediately notify the Fire Department and the local utility company.	
	Track all food items you throw away.	
	Track all extra labor used to clean up and re-open the restaurant.	
	If you cannot re-open, notify the Field System Help Desk and the online team.	
	Advise delivery drivers not to drive over a downed power line. Assume all power lines on the ground are energized and are to be avoided.	
	Where necessary, assist those team members needing a ride to work.	
	Based on disaster damage to the area or staffing concerns, discuss limited delivery or carryout only with your OVP/DO/OP.	
	Only allow licensed and insured contractors to perform work on the restaurant. Do not attempt any repairs or hook up generators to our electrical systems.	
	All media inquiries should be directed to the Public Relations Department, at 502-261-4934 or 502-593-4660.	
	Notify online of your operating status.	

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