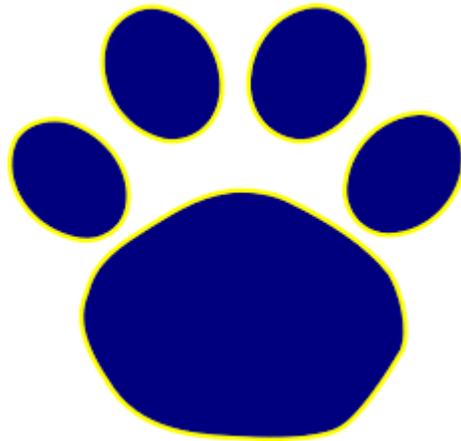


**Food Safety Plan for RICHWOODS
R-VII SCHOOL DISTRICT
Food & Nutrition Services
Department**

PRE-K - 8TH



**Date This Plan is Effective: August 2007
Updated 2019**

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Description of Food Safety Plan

This plan was developed by committee including Head Cooks and the Food Service Director. This food safety plan follows the USDA guidance on developing a food safety plan based on the Process Approach to HACCP. All standards in this food safety plan are in accordance with the current Missouri Food Code which is based on the 1999 FDA Food Code.

Description of Sponsor and School/Facility

1. Name of Sponsor: **RICHWOODS R-VII School District, Missouri, USA**
2. Name of Site: **RICHWOODS PREK- 8TH CAFETERIA**
3. Name and Title of Lead Food Service Employee for this Site: **AMY DECLUE/Head Cook**
4. Type of Site:
 Self Contained Kitchen
5. Meals Served:
 Breakfast

 Lunch
6. Number of Food Service Employees at this Site:
2 Full time

2 Substitutes specifically for this site shared with other sites

SECTION 1:

Standard Operating Procedures

The following Standard Operating Procedures have been adapted from the National Food Service Management Institute (NFSMI) for use in Missouri schools.

Category

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HACCP-Based Standard Operating Procedure

1 - Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands.

Scope: This procedure applies to food service employees who handle, prepare, and serve food.

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train food service employees or other individuals that prepare or serve food on proper hand washing. Training may include viewing a hand washing video, a demonstration of proper hand washing procedures, or other effective training tools.
2. Post hand washing signs or posters in a language understood by all food service staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and single-use paper towels or warm air hand dryer. If paper towels are used, provide a waste container at each hand washing sink or near the door in restrooms.
5. Keep hand washing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating or drinking.
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 110 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.

Monitoring:

A designated employee will visually observe the hand washing practices of the food service staff during all hours of operation. In addition, the designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

Corrective Action:

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

Verification and Record Keeping:

The Head Cook will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure**2 - Using Suitable Utensils When Handling Ready-to-Eat Foods**

Purpose: To prevent foodborne illness caused by hand-to-food cross-contamination

Scope: This procedure applies to food service employees who prepare, handle, or serve food.

Key Words: Ready-to-Eat Food, Cross-Contamination

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Hands should be washed and gloves changed:
 - Before beginning food preparation
 - Before beginning each new food handling task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - After interruptions in food preparation occur, such as when answering the telephone, using a calculator, or checking in a delivery
 - After handling money
 - When a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
 - After handling bread racks and/or unsanitized bread packages
 - After handling milk crates

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

Monitoring:

A designated employee will visually observe food service employees during all hours of operation to ensure that gloves or suitable utensils are used and changed at the appropriate times.

Corrective Action:

Any employee observed violating the above instructions will be retrained immediately and food may need to be discarded at the discretion of the Head Cook.

Verification and Record Keeping:

A designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 By: AMY DECLUE
Date Reviewed: _____ By: _____
Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure

3 - Personal Hygiene

Purpose: To prevent contamination of food caused by food service employees.

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train food service employees on the employee health policy and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change apron when it becomes soiled. Remove apron before entering restroom or going on break and leave apron in kitchen in designated area.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Do not wear artificial fingernails and fingernail polish.
8. Do not wear any jewelry on arms or hands except for your wedding rings.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Anyone having such a lesion must report the condition to the Head Cook prior to start of work.

3 - Personal Hygiene, continued

11. Allow eating, drinking, and gum chewing only in designated areas where food or food contact surfaces may not become contaminated. No eating, drinking, or gum chewing, in storage areas, prep areas, display areas, or around customers. Require proper disposal of food items, containers, and gum, etc...
12. Use tobacco products (cigarettes, chewing tobacco, snuff) outside of school premises as determined by school policies. Require proper disposal of smoking/tobacco materials.
13. Taste food(s) using the following procedures:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting before washing and sanitizing.
 - Wash hands immediately.
14. If you have long hair you must restrain it by pulling back in a ponytail or braid.
15. Follow local public health requirements for personal hygiene.

Monitoring:

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

Corrective Action:

Any food service employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

A designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

3A – Food Service Employee Health Policy

Employees must report health problems before starting a shift. If they become ill or injured during a shift, they must report it immediately to the Head Cook. If an employee's condition may contaminate food or utensils, the employee should stop working for the day. All medication must be stored with the employee's personal belongings away from food preparation areas.

Bandage cuts, burns, boils, sores, and infections. Bandages should be clean, dry, and prevent leakage from the wound. Waterproof, disposable plastic gloves should be worn over bandages on the hand. Employees wearing bandages may need to be switched to tasks away from food.

Schools are considered a highly susceptible population. Employees with the following conditions should stay at home:

- ◆ Fever.
- ◆ Diarrhea.
- ◆ Upset stomach, nausea, or vomiting.
- ◆ Sore throat or sinus infection.
- ◆ Coughing or sneezing.
- ◆ Dizziness.

Employees need to feel comfortable about talking with the Head Cook when they do not feel well. Because:

- ◆ People can carry and spread a disease without showing any signs of the disease.
- ◆ Even after symptoms disappear, disease-causing micro-organisms can remain in the carrier's body.

Employee Health

Disease or Medical Condition	
2-201.11 Responsibility of the Person in charge to Require Reporting by Food employees and Applicants.*	
<i>employer requires employee reporting of:</i>	The operator shall require food employee applicants to whom a conditional offer of employment is made and food employees to report to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food. A food employee or applicant shall report the information in a manner that allows the person in charge to prevent the likelihood of foodborne disease transmission, including the date of onset of jaundice or of an illness specified under (C) of this section, if the food employee or applicant:
health status	
<i>employee is ill</i>	(A) Is diagnosed with an illness due to: (1) Salmonella Typhi , (2) Shigella spp., (3) Escherichia coli O157:H7, or (4) Hepatitis A virus;
<i>employee has symptom of:</i>	(B) Has a symptom caused by illness, infection, or other source that is:
<i>intestinal illness</i>	(1) Associated with an acute gastrointestinal illness such as: (a) Diarrhea, (b) Fever, (c) Vomiting, (d) Jaundice, or (e) Sore throat with fever, or
<i>Boil or infected wound</i>	(2) A lesion containing pus such as a boil or infected wound that is open or draining and is: (a) On the hands or wrists, <i>unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover</i> , (b) On exposed portions of the arms, <i>unless the lesion is protected by an impermeable cover</i> , or (c) On other parts of the body, <i>unless the lesion is covered by a dry, durable, tight-fitting bandage</i> ;
<i>employee previously ill</i>	(C) Had a past illness from an infectious agent specified under (A) of this section; or
activities <i>employee at high risk of becoming ill:</i>	(D) Meets one or more of the following high-risk conditions:
<i>prepared or consumed food that caused disease</i>	(1) Is suspected of causing, or being exposed to, a Confirmed disease outbreak caused by S. Typhi , Shigella spp., E. coli O157:H7, or hepatitis A virus including an outbreak at an event such as a family meal, church supper, or festival because the food employee or applicant: (a) Prepared food implicated in the outbreak, (b) Consumed food implicated in the outbreak, or (c) Consumed food at the event prepared by a person who is infected or ill with the infectious agent that caused the outbreak or who is suspected of being a shedder of the infectious agent,
<i>lives with ill person</i>	(2) Lives in the same household as a person who is diagnosed with a disease caused by S. Typhi , Shigella spp., E. coli O157:H7, or hepatitis A virus, or
<i>lives with person involved in</i>	(3) Lives in the same household as a person who attends or works in a

disease outbreak	setting where there is a confirmed disease outbreak caused by S. Typhi , Shigella spp., E. coli O157:H7, or hepatitis A virus
2-201.12 Exclusions and Restrictions.*	
	The person in charge shall:
excluding ill employees	(A) Exclude a food employee from a food establishment if the food employee is diagnosed with an infectious agent specified under 2-201.11(A);
restricting employees: (serving general population)	(B) Except as specified under (C) or (D) of this section, restrict a food employee from working with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles, in a food establishment if the food employee is:
with symptom of illness or	(1) Suffering from a symptom specified under 2-201.11(B), or
of past illness	(2) Not experiencing a symptom of acute gastroenteritis specified under Subparagraph 2-201.11(B)(1) but has a stool that yields a specimen culture that is positive for Salmonella Typhi , Shigella spp., or Escherichia coli O157:H7;
excluding employees: (serving high-risk population)	(C) If the population served is a highly susceptible population, exclude a food employee who:
with symptom of illness or	(1) Is experiencing a symptom of acute gastrointestinal illness specified under Subparagraph 2-201.11(B)(1) and meets a high-risk condition specified under Subparagraphs 2-201.11(D)(1)-(3),
of past illness	(2) Is not experiencing a symptom of acute gastroenteritis specified under Subparagraph 2-201.11(B)(1) but has a stool that yields a specimen culture that is positive for S. Typhi , Shigella spp., or E. coli O157:H7, (3) Had a past illness from S. Typhi within the last 3 months, or (4) Had a past illness from Shigella spp. or E. coli O157:H7 within the last month; and
excluding and restricting jaundiced employees	(D) For a food employee who is jaundiced: (1) If the onset of jaundice occurred within the last 7 calendar days, exclude the food employee from the food establishment, or (2) If the onset of jaundice occurred more than 7 calendar days before: (a) Exclude the food employee from a food establishment that serves a highly susceptible population, or (b) Restrict the food employee from activities specified under 2-201.12(B), if the food establishment does not serve a highly susceptible population.
2-201.13 Removal of Exclusions and Restrictions.	
reinstating an excluded employee who is:	(A) The person in charge may remove an exclusion specified under 2-201.12(A) if: (1) The person in charge obtains approval from the regulatory authority; and
no longer ill or free of jaundice	(2) The person excluded as specified under 2-201.12(A) provides to the person in charge written medical documentation from a physician licensed to practice medicine or, if allowed by law, a nurse practitioner or physician assistant, that specifies that the excluded person may work in an unrestricted capacity in a food establishment, including an establishment that serves a highly susceptible population, because the person is free of the infectious agent of concern as specified in § 8-501.40.
reinstating a restricted employee who is	(B) The person in charge may remove a restriction specified under: (1) Subparagraph 2-201.12(B)(1) if the restricted person:
free of symptoms	(a) Is free of the symptoms specified under 2-201.11(B) and no

	<p>foodborne illness occurs that may have been caused by the restricted person,</p> <p>(b) Is suspected of causing foodborne illness but:</p> <p>(i) Is free of the symptoms specified under 2-201.11(B), and</p>
<i>free of suspected infectious agent</i>	<p>(ii) Provides written medical documentation from a physician licensed to practice medicine or, if allowed by law, a nurse practitioner or physician assistant, stating that the restricted person is free of the infectious agent that is suspected of causing the person's symptoms or causing foodborne illness, as specified in § 8-501.40, or</p>
<i>has symptoms that are not caused by an infectious agent</i>	<p>(c) Provides written medical documentation from a physician licensed to practice medicine or, if allowed by law, a nurse practitioner or physician assistant, stating that the symptoms experienced result from a chronic noninfectious condition such as Crohn's disease, irritable bowel syndrome, or ulcerative colitis; or</p>
<i>no longer a shedder</i>	<p>(2) Subparagraph 2-201.12(B) (2) if the restricted person provides written medical documentation from a physician, licensed to practice medicine, or, if allowed by law, a nurse practitioner or physician assistant, according to the criteria specified in § 8-501.40 that indicates the stools are free of Salmonella Typhi, Shigella spp., or E. coli O157:H7, whichever is the infectious agent of concern.</p>
<i>reinstating an <u>excluded</u> employee serving: high-risk population</i>	<p>(C) The person in charge may remove an exclusion specified under 2-201.12(C) if the excluded person provides written medical documentation from a physician licensed to practice medicine or, if allowed by law, a nurse practitioner or physician assistant:</p> <p>(1) That specifies that the person is free of:</p> <p>(a) The infectious agent of concern as specified in § 8-501.40, or</p> <p>(b) Jaundice as specified under 2-201.13(D) if hepatitis A virus is the infectious agent of concern; or</p> <p>(2) If the person is excluded under Subparagraph 2-201.12(C)(1), stating that the symptoms experienced result from a chronic noninfectious condition such as Crohn's disease, irritable bowel syndrome, or ulcerative colitis.</p>
<i>reinstating an employee who is:</i>	<p>(D) The person in charge may remove an exclusion specified under Subparagraph 2-201.12(D)(1) and Subparagraph 2-201.12(D)(2)(a) and a restriction specified under Subparagraph 2-201.12(D)(2)(b) if:</p>
<i>not suspect source of illness</i>	<p>(1) No foodborne illness occurs that may have been caused by the excluded or restricted person and the person provides written medical documentation from a physician licensed to practice medicine or, if allowed by law, a nurse practitioner or physician assistant, that specifies that the person is free of hepatitis A virus as specified in Subparagraph 8-501.40(D)(1); or</p>
<i>suspect source of illness</i>	<p>(2) The excluded or restricted person is suspected of causing foodborne illness and complies with the requirements in Subparagraphs 8-501.40(D) (1) and (D) (2).</p>

Additional Employee Health Information

2-401.12 Discharge from the Eyes, Nose, and Mouth:

Food Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, and linens; or unwrapped single-service or single-use articles (Restricted)

Partial List of Pathogens that may be transmitted by Food Contaminated by Infected Employees.

Pathogen	Diarrhea	Fever	Vomiting	Jaundice	Sore Throat w/Fever
Hepatitis A Virus	-	F	-	J	-
Salmonella Typhi	-	F	-	-	-
Shingella spp	D	F	V	-	-
Norwalk and Norwalk-like viruses	D	F	V	-	-
Staphylococcus aureus	D	-	V	-	-
Streptococcus pyogenes	-	F	-	-	S
Campylobacter jejuni	D	F	V	-	-
Entamoeba histolytica	D	F	-	-	-
Enterohemorrhagic Escherichia coli	D	-	-	-	-
Enterotoxigenic Escherichia coli	D	-	V	-	-
Giardia lamblia	D	-	-	-	-
Non-typhoidal Salmonella	D	F	V	-	-
Rotavirus	-	-	-	-	-
Taenia solium	-	-	-	-	-
Vibrio cholerae	D	-	V	-	-
Yersinia enterocolitica	D	F	V	-	-

When should I consult a doctor about diarrheal illness?

A health care provider should be consulted for a diarrheal illness that is accompanied by:

- High fever (temperature over 101.5F, measured orally)
- Blood in the stools
- Prolonged vomiting that prevents keeping liquids down (which can lead to dehydration)
- Signs of dehydration, including a decrease in urination, a dry mouth and throat, and feeling dizzy when standing up.
- Diarrheal illness that lasts more than 3 days

For questions, advice, reporting, and other services, please contact the St. Francois County Health Center at (573) 431-1947

HACCP-Based Standard Operating Procedure

4 - Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness caused by chemical contamination.

Scope: This procedure applies to food service employees who use chemicals in the kitchen.

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train food service employees on the proper use and storage of chemicals and on the proper use of chemical test kits.
2. Designate a location for storing the Material Safety Data Sheets (MSDS) and train employees on how to use them.
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from and below food and food contact surfaces using spacing or partitioning.
5. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
6. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
8. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
9. Do not use chemical containers for storing food or water.
10. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
11. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
12. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

A designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log. A designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged and Discarded Product Log. Both the checklist and the log will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

5 - Using and Calibrating Food Thermometers

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

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

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train designated employee on the proper procedures in using and calibrating food thermometers.
2. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - If a bimetallic, dial-faced stem thermometer or digital stem thermometer is used, patties should be stacked and the stem should be inserted through the center of several portions.
 - Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, assure the thermometer is inserted in food at least 1 ½ inches above the tip.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
3. Have food thermometers easily-accessible to food service employees during all hours of operation.
4. Clean and sanitize food thermometers before each use.
 - Wash probe of thermometer by hand with warm, soapy water if heavily soiled. Do NOT immerse dial in water.
 - Rinse probe with clean, warm water or clean with sanitized towel.
 - Place food thermometers back in sanitizer holding tank until next temperature is taken.
5. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling
6. A designated employee will use the ice-point method to verify the accuracy of food thermometers. This is known as calibrating the thermometer.
 - To calibrate using ice-point method:
 - a. Insert the thermometer probe into a cup of crushed ice.
 - b. Add enough cold water to remove any air pockets that might remain.
 - c. Allow the temperature reading to stabilize before reading temperature. Temperature should be 32 °F (+ 2 °F) [or 0 °C (+ 1 °C)]. If not, calibrate to this temperature as directed below.
 - To calibrate thermometers to the correct temperatures using a:
 - a. Bimetallic, stemmed, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench
 - b. Digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.

5 - Using and Calibrating Food Thermometers continued

- If an inaccurate thermometer cannot be adjusted on-site, discontinue using it and follow the manufacturer's instructions for having the thermometer calibrated.

MONITORING:

1. A designated employee will check the accuracy of the food thermometers:
 - Weekly
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question
2. A designated employee will visually observe that thermometers are being used and calibrated correctly during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

A designated employee will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. A designated employee will verify that food service employees are using thermometers properly by visually observing the employees while thermometers are being used. Calibration Logs will be reviewed by a Head Cook and will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

5 - Using and Calibrating Food Thermometers

How to Use a Stemmed Thermometer

Calibration:

- ☞ Your thermometer will not measure accurate temperatures unless it has been calibrated correctly.
- ☞ Stemmed thermometers should be calibrated when purchased. **Calibrate Thermometers once a week.**
- ☞ Prepare an ice bath (half crushed ice, half cold water) in a cup.
- ☞ Insert the lower 1 1/2 inches of the stem into the ice bath and wait for the needle to stabilize.
- ☞ If the needle does not read 32°F (freezing point), use a wrench or pliers to adjust the nut below the face. Move the nut until the needle reads 32°F when the stem is in the ice bath.
- ☞ Re-calibrate after taking extreme temperatures.

Taking Temperatures:

- ☞ Remove stem from the case and push through metal loop if a handle is desired.
- ☞ Hold the thermometer by the face; do not touch the stem.
- ☞ Insert the lower 1 1/2 inches (up to the notch) of the stem into the food. (This is very important because the sensor is located along that portion of the stem.)
- ☞ Do not allow the stem to touch the bottom or sides of the pan (or bones in meat).
- ☞ Wait for the needle to stabilize and record the temperature.
- ☞ Make sure that the temperature is acceptable and take corrective action if needed.
- ☞ **Remove the stem, rinse with water, and then sanitize the stem (using an alcohol swab or sanitizing solution).**
- ☞ Return the stem to its case.

Special Considerations:

Frozen foods	Place the stem in between two whole packages.
Small or thin foods - chicken nuggets, hamburgers, etc...	Stack a few of the items on the lower 1 1/2 inches of the stem (use the stem like a skewer).
Very small foods - peas, ground beef, etc...	Place the stem into a small pile of the food item.

HACCP-Based Standard Operating Procedure

6 - Preventing Cross-Contamination During Storage and Preparation

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

SCOPE: This procedure applies to food service or other employees who are responsible for receiving, storing, preparing, and serving food.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures to prevent cross-contamination during storage and preparation.
2. Wash hands properly using instructions in the “Washing Hands” SOP.
3. Avoid touching ready-to-eat food with bare hands. Follow instructions in the “Using Suitable Utensils When Handling Ready-To-Eat Foods” SOP.
4. Separate raw animal foods from ready-to-eat foods during receiving, storage, and preparation. For example, eggs, fish, meat, and poultry should be separated from lettuce, cut melons and luncheon meats.
5. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
6. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf. For example, raw chicken should be stored below ground beef.
7. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
8. Use only dry, cleaned, and sanitized equipment and utensils. Follow instructions in the “Cleaning and Sanitizing Food Contact Surfaces” SOP.
9. Clean and sanitize utensils, knives, pans, cutting boards and other food contact surfaces between handling of raw and cooked products.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean and sanitize the exterior surfaces of food containers, such as cans, jars, and bread bags of visible soil before opening.

MONITORING:

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

CORRECTIVE ACTION:

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

6 - Preventing Cross-Contamination During Storage and Preparation, continued

VERIFICATION AND RECORD KEEPING:

A designated employee will ensure that all employees are following these procedures by visually observing food service staff. Food service employees will document any discarded food on the Damaged and Discarded Product Log. A Head Cook will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log. The checklist and log will be maintained with other records for 3 years plus the current year

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

7 - Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train food service employees who prepare or serve food or who clean areas where foods are prepared and served on the proper procedures used to clean and sanitize food contact surfaces.
2. Follow manufacturer’s instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to “Storing and Using Poisonous or Toxic Chemicals” SOP.
3. Wash, rinse, and sanitize food contact surfaces of sinks, tables, cutting boards, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, cutting boards, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label.
 - Place wet items in a manner to allow air drying.
5. If a 3-compartment sink is used for utensils, cutting boards and removable parts of equipment, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean hot water.

7 - Cleaning and Sanitizing Food Contact Surfaces, continued

- In the third compartment, sanitize with the chemical sanitizing solution of **Quat Sanitizer** mixed at a concentration per manufacturer's directions. Test the sanitizer concentration using an appropriate test kit and following manufacturer's dilution instructions. Keep items immersed for 10-15 seconds
 - Air dry items prior to storing.
6. If a mechanical dish machine is used for utensils, cutting boards and removable parts of equipment:
- Verify the temperature information on the data plate with the dish machine manufacturer.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - If using hot water to sanitize, water must be 180° during the rinse cycle.
 - Air dry utensils and other food contact items prior to storing.
 - At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up. Use chemical de-limer periodically as needed if lime build-up occurs. Follow manufacturer's instructions for cleaning and maintaining dish machine.

MONITORING:

Food service employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer (110° or hotter).
 - Use Bleach to sanitize. Test the sanitizer concentration by using the appropriate test kit for the chemical and ensure water temperature is 65° to 75° and 100 ppm.
3. In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges, by using Therma-label once a week.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. For a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - If 3rd compartment sink is not at 100 ppm, drain water and start over.
4. For a dish machine:

7 - Cleaning and Sanitizing Food Contact Surfaces, continued

- Drain and refill the machine between breakfast and lunch to keep the water clean.
- For a hot water sanitizing dish machine, retest temperatures by running the machine again. If the appropriate water temperature is still not achieved on the fourth run, notify the Head Cook immediately.

Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.

- Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper rinse temperature or rinse pressure as indicated on the data plate.

VERIFICATION AND RECORD KEEPING:

Designated employees will record monitoring activities and any corrective action taken on the appropriate temperature log. A designated employee will verify that food service employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s). The Head Cook will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

8 - Receiving Deliveries

Purpose: To ensure that all food is fresh and safe when it enters the food service operation and is stored safely and quickly.

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train food service employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours when possible.
3. Reject food from vendors as necessary to ensure accurate, timely, and consistent products.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries to assure foods are placed in storage in a timely manner.
5. Keep receiving area clean.
6. Mark foods with the received date.
7. Compare delivery invoice against products ordered and products delivered.
8. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing.
9. Check and record the temperature of refrigerated foods.
 - a. Potentially hazardous food received in compliance with laws allowing a temperature above 41 °F during shipment from supplier shall be cooled within 4 hours to 41 °F or less (i.e. milk and shell eggs).
 - b. Check the approximate temperature of milk by placing a thermometer between two cartons milk can be delivered at 45 °F or below.

8 - Receiving Deliveries, continued

- c. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
10. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
 11. Check the integrity of food packaging.

12. Transfer foods to their appropriate storage locations as quickly as possible.
13. Store frozen eggs in the freezer at 0 °F or below. Always thaw eggs in the refrigerator (35-40 °F) in a closed container. Thaw only the amount needed. **USE THAWED EGGS WITHIN 24 HOURS.**

Monitoring:

The Head Cook or other designated employee will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the invoices or Receiving Log.

Corrective Action:

Reject the following:

- a. Frozen foods with signs of previous thawing
- b. Cans that have signs of deterioration - swollen sides or ends, flawed seals or seams, dents, or rust
- c. Punctured packages
- d. Expired foods
- e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. Invoices/logs will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure for DE

8a-Bread: Receiving, Sanitation and Storage

Purpose: To ensure that all food is fresh and safe when it enters the food service operation and is stored safely.

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Cross-Contamination, Receiving, Sanitizing, Holding, and Delivery.

Instructions:

14. Train food service employees who accept deliveries on proper receiving procedures.
15. Compare delivery invoice against products ordered and products delivered.
16. Check the integrity of food packaging.
17. Reject any bread products from vendor as necessary to ensure quality of products.
18. Train food service employees on the proper procedures used to sanitize bread packaging to prevent cross-contamination from any foreign matter (Bird Poop off from Rack, Cigarette Ashes, Dirt, etc.)
19. Bread that has not been sanitized will be on the original delivery racks.
20. Employees will place bread on designated Bread Storage Rack as it is sanitized for use.
21. Any unused bread will be rotated to the upper shelf and marked with a use first sticker in keeping with the in first out first policy.

Monitoring:

The Head Cook or designated employee will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving, sanitation, and storage practices during the shift.

Corrective Action:

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

Reject the following:

- a. Smashed Bread
- b. Moldy Bread
- c. Punctured Packages

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure for DE

8b – Milk: Receiving, Sanitation, and Storage

Purpose: To ensure that all milk is fresh and safe when it enters the food service operation and is stored safely and quickly.

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Temperatures, Receiving, Sanitation, Storage, and Delivery

Instructions:

- 22. Train food service employees who accept deliveries on the proper receiving procedures.
- 23. Schedule deliveries to arrive at designated times during operational hours when possible.
- 24. Reject milk from vendor as necessary to ensure accurate, timely, and consistent products.
- 25. Organize milk box before deliveries to assure milk is stored in a timely manner.
- 26. Keep milk box clean.
- 27. Compare delivery invoice against products ordered and products delivered.
- 28. Check and record the temperature of milk.
 - a. Check the approximate temperature of milk by placing a thermometer between two cartons. **(Milk can be delivered at 45 F or below)**
 - b. If the temperature exceeds 45°F, it may be necessary to take the internal temperature before accepting the product.
- 29. Check the dates on the milk to ensure safety and quality.
- 30. Visually inspect milk packaging and crates to see if they are acceptable.
- 31. Transfer the milk to its appropriate storage locations as quickly as possible.
- 32. Milk box must be temp'ed daily in the early morning hours.
- 33. Milk must be temp'ed at delivery and again before lunch

Monitoring:

The Head Cook or designated employee will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and by reviewing the milk temperature log monthly.

Corrective Action:

Reject the following:

- a. If milk crates are extremely dirty
- b. Milk that leaks or has been punctured
- c. Expired milk
- d. Milk that is out of safe temperature zone
- e. If any bad or leaking milks are found during serving times, immediately remove the milks from milk box and place in the refrigerator with a note on the top saying they are bad so they will not be served to students and so you can receive credit on them from milk supplier

Verification and Record Keeping:

Record the temperature and any corrective action taken on the Daily Milk Temperature Log. The milk temperature log will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

9 - Handling a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train food service employees on the proper procedures used in handling a food recall.
2. Food Services staff will be notified of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to production kitchens.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the School’s procedure for disposal.
6. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
7. Inform the local Health Department and Superintendent if the recalled product was served to patrons.

9 - Handling a Food Recall, continued

8. Identify and record whether any of the product was received by the school, locate the food recall product by production kitchen, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
9. Obtain accurate inventory counts of the recalled products from every production kitchen, including the amount in inventory and amount used.

10. Account for all recalled product by verifying inventory counts against records of food received at the production kitchen.

MONITORING:

The Head Cook will visually observe that school sites have segregated and secured all recalled products.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify serving site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer or distributor for collection.
 - Complete and maintain all required documentation related to the recall including:
 - a. Recall notice
 - b. Records of how food product was returned or destroyed
 - c. Reimbursable costs
 - d. Public notice and media communications
 - e. Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Designated employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. Head Cook will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

10 - Washing Fresh Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. With gloved hands, wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
5. Wash fresh produce vigorously under cold running water. Single serving packages of fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables such as melons or potatoes using a clean and sanitized brush designated for this purpose.
7. Remove any damaged or bruised areas.
8. Label, date, and refrigerate fresh-cut fruits and vegetables.
9. Serve cut melons within 7 days if held at 41°F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).
10. Do not serve raw seed sprouts to persons highly susceptible to foodborne illness such as preschool-age children.

Monitoring:

Designated employees will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, food service employees will check the quality of fruits and vegetables in cold storage on a regular basis.

Corrective Action:

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

Verification and Record Keeping:

The Head Cook will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

11 - Controlling Time and Temperature During Preparation

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

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when controlling time and temperature during preparation.
2. Use a clean, sanitized, and calibrated probe thermometer to take temperatures during preparation. Refer to the “Using and Calibrating Food Thermometers” SOP #5.
3. Wash hands prior to preparing foods. Refer to the “Washing Hands” SOP #1.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the” Preventing Cross-Contamination During Storage and Preparation” SOP #6.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41°F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in batch amounts to limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
9. Limit the total combined time that food is allowed to be in the temperature danger zone to 3 hours.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the “Cooling Potentially Hazardous Foods” SOP #18.

MONITORING:

Food service employees will ensure that foods are maintained at safe temperatures and are not allowed to be in the temperature danger zone for more than 3 hours. Clean, sanitized thermometers will be used to check temperatures.

CORRECTIVE ACTIONS:

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

11 - Controlling Time and Temperature During Preparation, continued

VERIFICATION AND RECORD KEEPING:

A designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s) or production log. The Head Cook will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist and temperature log(s) for 3 years plus the current year.

Date Implemented: August 2007 By: AMY DECLUE
Date Reviewed: _____ By: _____
Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure

12- Cooking Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products or other potentially hazardous foods, cook the product according to the food with the highest required temperature.
3. Cook products to the following temperatures:
 - a. 135°F for 15 seconds
 - Fruits and Vegetables that are cooked for hot holding
 - Commercially pre-cooked ready-to-eat meat (ham, roast beef, turkey, etc) and processed meat items (chicken nuggets, cooked beef patties, etc.) in hermetically sealed containers or intact package or from an inspected processing plant
 - b. 165°F for 15 seconds
 - Commercially pre-cooked ready-to-eat meat (ham, roast beef, turkey, etc.) and processed meat items (chicken nuggets, cooked beef patties, etc.) **that are taken from an opened package or case**
 - Raw poultry
 - Raw ground beef
 - Raw pork, ham and sausage
 - Egg dishes
 - Stuffed pasta
 - Stuffed meats or stuffing containing PHF's
 - Leftovers
 - Microwave-cooking, in all parts of the food
4. Use a clean, sanitized, and calibrated probe thermometer.
5. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.

12- Cooking Potentially Hazardous Foods, continued

Instructions, continued:

6. Take internal temperature from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).

Monitoring:

Temperatures will be taken at the end point of cooking and recorded on logs by food service employees. These logs will be monitored by a designated employee to ensure that the temperatures meet the minimum standards.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping:

Food service employees will record product name, time, the discard time if using time as a control, and any corrective action taken on the Cooking-Reheating Temperature Log. The designated employee will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log. Maintain temperature logs with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

13- Holding Hot and Cold Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Train food service employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow requirements of **minimum** internal temperatures for **hot foods** and **maximum** temperatures for **cold foods**:
 - Hold hot foods at 135°F or above; and
 - Hold cold foods at 41°F or below.
3. Preheat steam tables and warmers.
4. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
5. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part and at the center of the pan. Insert time as a control policy.

13- Holding Hot and Cold Potentially Hazardous Foods continued

6. For hot foods held for service:

- Verify that the air/water temperature of any heating unit is at 140°F or above before use.
- Reheat foods in accordance with the “Reheating Potentially Hazardous Foods” SOP #19.
- All hot potentially hazardous foods should be 135°F or above before placing the food out for display or service.
- Take the internal temperature of food before placing it on a steam table or in a hot holding unit.

HACCP-Based Standard Operating Procedure

13a - Procedure For Using Time and Temperature As A Public Health Control

Hot Holding:

Use this procedure when holding a potentially hazardous food product that has been cooked to its approved temperature, but which has difficulty in maintaining a temperature of 135°F or above during holding and service. Examples include but are not limited to: pizza, French fries, pizza dippers, grilled cheese pleezers, pizzatas, mashed potatoes, potato puffs, chicken nuggets, chicken rings, twister tators, pasta, hamburgers, burritos, hot pockets, Bosco bread sticks and any pre-dished items

Utilizing a sticker, dry erase board, or other approved method:

Record on outside of warming cabinet:

- Time first pan is loaded
- First in/first out
- Discard time (3 hours from time first pan is loaded into warming cabinet)

Any products left in the warming cabinet at the end of serving time, when time is used as a control, must be discarded.

Any potentially hazard food which is transferred from warming cabinet to the serving line and which is being controlled solely by time will be properly marked to reflect a discard time of 3 hours from removal from temperature control.

All hot items taken to serving line must have a sticker on the serving line indicating time prepared, temperature, and discard time.

Items on serving line are to be discarded after serving period is over.

Each pan or container used for preparation shall be washed and sanitized after each use.

Cold Holding:

Use this procedure when holding a product that has been cooled to 41° F or less, but which has difficulty maintaining a temperature of 41° F or below during holding and service. (Examples: cheese, artificial cheese, deli sandwiches)

As soon as deli sandwiches, chef salads, vegetarian chef salads or any other potentially hazardous foods are removed from controlled temperature (refrigerator) and brought to service line, they must be marked with the discard time and time of removal from refrigerator. Sandwiches brought out of refrigerator must be discarded within 3 hours of removal from the refrigerator.

Any potentially hazardous food items placed on the serving line are to be discarded after service period is over. Any non-potentially hazardous food items that are not individually wrapped must also be discarded after service period is over.

13a - Procedure For Using Time and Temperature As A Public Health Control, continued

Items held under refrigeration, which were not placed on the serving line, may be saved and served the next day as long as the temperature of those foods did not go above 41° F.

- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
- Chill food in accordance with the “Cooling Potentially Hazardous Foods” SOP #18 if the food is not 41°F or below.
- Verify that the air temperature of any cold holding unit is at 41°F or below before use and at least every 4 hours thereafter during all hours of operation.

Monitoring:

Temperature logs will be monitored to ensure that foods are held at proper temperatures. Potentially hazardous hot foods shall be held above 135°F and potentially hazardous cold foods below 41°F except when using time as a control.

Corrective Action:

1. For hot foods:

- Reheat the food to 165°F for 15 seconds if the temperature is found to be below 135°F and the last temperature measurement was 135°F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 140 °F.
- When utilizing time as a control and appropriate stickers, discard food after 3 hours.

2. For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41°F and the last temperature measurement was 41°F or below and taken within the last 2 hours:
- Place food in shallow containers (no more than 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
- Stir the food in a container placed in an ice water bath.
- Add ice as an ingredient.
- Separate food into smaller or thinner portions.
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F.
- When utilizing time as a control and appropriate stickers, discard food after 3 hours.

13a - Procedure For Using Time and Temperature As A Public Health Control, continued

Verification and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the production record log. A designated food service employee will record air temperatures of coolers and cold

holding units on the refrigeration logs. A designated employee will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs. The temperature logs will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

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

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

Scope: This procedure applies to food service employees who prepare, store, or serve food.

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

Instructions:

1. The date marking system includes labeling with the product name and the date it is prepared or opened. The “use by” date, not to exceed 7 calendar days, must also be included. For example:
 - Cantaloupe: 5/26/05, use by 6/1/05.
2. Calculate the 7-day time period by counting only the days that the food is under refrigeration.
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1/05.”
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen – 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05.
 - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna, “Thawed – 8/16/05.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.

14 - Date Marking Ready-to-Eat, Potentially Hazardous Food, continued (SOP)

Instructions

Monitoring:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are discarded.

Corrective Action:

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

Verification and Record Keeping:

The Head Cook or other designated employee will complete the Food Safety Checklist which will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: August 2007 By: AMY DECLUE
 Date Reviewed: _____ By: _____
 Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure**14a- Date Marking & Disposal of Ready to Eat Potentially Hazardous Foods
Food Code Fact Sheet****What is date marking and how is it used?**

Date marking is a tool to help ensure food safety. It is also a license requirement. Date marking is an identification system for ready-to-eat foods held over 24 hours, so you know how old they are. The system helps to identify either when the food was prepared, or when it is to be discarded. Refrigerated, ready-to-eat, potentially hazardous food prepared and held for more than 24 hours in a food establishment must be marked with the date of preparation and must be discarded if not consumed within 7 calendar days from the date of preparation. A container of refrigerated, ready-to-eat, potentially hazardous food prepared and packaged by a food processing plant must be marked to indicate the date by which the food must be consumed or it must be consumed or discarded within 7 calendar days after the original package is opened in a food establishment. This requirement does not apply to whole, unsliced portions of a cured and processed product with the original casing maintained on the remaining portion, such as bologna, salami, or other sausage in a cellulose casing.

What foods need to be date marked?

1. Does the food require refrigeration?
 2. If commercially packaged, has the original package been opened?
 3. Is the food ready-to-eat? Could this food be eaten just like it is, regardless of temperature?
Examples of ready-to-eat foods include: cold, cooked roast beef and cold, cooked macaroni casserole.
 4. Is the food potentially hazardous? Will it mold, or grow bacteria? Will the food support bacterial or viral foodborne organism growth? Example, listeria monocytogenes is associated with soft cheeses.
 5. Will the food be in the establishment for more than 24 hours? This counts even if the food is, or will be, mixed with something else to form a new product.
- If you answered YES to all 5 of these questions, then the food needs to be date marked.

Food Code Fact Sheet, continued**When to discard?**

Refrigerator is at 41° F or below = discard within 7 days

Facts to be aware of:

If the food has an expiration date on it, isn't that the same as a date mark?

No, the expiration date is the date through which the manufacturer guarantees the food will meet their quality standards. Date marking for discard ensures the safety of the food.

The establishment goes through this food so fast, if it is going to be gone in less than 7 days. Do I still need to date mark it?

Yes, if the food is not going to be served or discarded within 24 hours, it must be date marked.

What if I freeze the food?

Freezing food stops the date marking clock but does not reset it. So, if a food is stored at 41° F for 2 days and then frozen, it can still be stored at 41° F for 5 more days when it begins to thaw. The freezing date and the thawing date need to be put on the container along with the prep date, or an indication of how many of the original 7 days have been used. If food is not dated with these dates, it must be used or discarded.

What if the food item is packaged for self-service?

The date marking requirements apply whether the ready-to-eat potentially hazardous food is sold from a service case, repackaged for self-service or consumed on-site.

What date applies when a salad bar offering is refreshed?

If ready-to-eat potentially hazardous foods are “refreshed,” as in a service case or salad buffet, the date marking for the oldest product in the container must not be exceeded.

What date applies when a pre-cooked ingredient is used to make a salad?

When cooked product is held in refrigeration for additional preparation at a later date, the seven-day rule begins at the end of the initial key step. For example, in the case that potatoes are cooked for potato salad or roast chicken prepared for chicken salad, if the potatoes or chicken are held for two days after cooking and then processed into salads, these salads must be consumed within five days so as to not exceed the seven-day rule. If the cooked products were cooled and reheated, the clock starts over after it has been reheated to 165° F (kill step).

What if I mix the food with something else?

When foods are mixed together the date of the **oldest** food becomes the new date for the mixed food. Example, if today is Wednesday, and you are mixing a food that was marked on Monday with a food that was marked on Tuesday, the mixed food marking would be based on the starting date of Monday.

Are there any exceptions? Yes.

- Uncut portions of processed cured meats packaged in cellulose, like salami and bologna do not need to be date marked.
- Hard cheeses like Asiago old, Cheddar, Gruyere, Parmesan, Romano, and Sapsago do not need to be date marked.
- Semi-soft cheeses like Asiago fresh and soft, Blue, Brick, Caciacavallo Siciliano, Colby (not more than 40% moisture), Edam, Gorgonzola, Gouda, Limburger, Monterey, Monterey Jack, Muenster, Pasteurized processed cheese, Provolone, Roquefort, sheep's milk blue-mold, Emmentaler and Swiss do not need to be date marked.
- Processed Cheeses is used to describe cheese by-products made from a combination of natural cheese and added ingredients, such as stabilizers, emulsifiers, and flavor enhancers that are used to create a consistent and shelf-stable product aimed at mass market consumption. Cheeses in this category include American Cheese, processed cheese spreads, and “cheese flavored” spreads do not need to be date marked.

- Soft cheeses like **Mozzarella, Brie, Camembert, Cottage, Cotijo, Ricotta and Teleme** must be date marked.
- Commercial acidified dressing like mayonnaise and Thousand Island do not need to be date marked. Homemade dressings must be date marked.

HACCP-Based Standard Operating Procedure

15 - Transporting Food to Remote Sites

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

SCOPE: This procedure applies to food service employees who transport food from a central kitchen to remote sites.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when transporting food to remote sites.
2. If State or local health department requirements are based on the *1999 Missouri Food Code*:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and cooked foods that are transported hot at 135°F or above unless using time as a control.
3. Use only food carriers for transporting food approved by the Food Service Director or Head Cook.
4. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135°F or above.
5. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food
6. Place food containers in food carriers and transport the food in clean trucks, to remote sites as quickly as possible.

15 - Transporting Food to Remote Sites, continued

MONITORING:

Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the “Holding Hot and Cold Potentially Hazardous Foods” SOP #13 for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, food service employees will record food temperature, food product name, time, and any corrective action taken on a cooking or cooling log. The Head Cook or designated employee will verify that food service employees are following this SOP by visually observing employees and reviewing and initialing the temperature logs.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

16 - Serving Food

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

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

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when serving food. Refer to the “Using and Calibrating Food Thermometers”. SOP #5
2. Follow the employee health policy. SOP #3A
3. Wash hands before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the “Washing Hands” SOP #1.
4. Avoid touching ready-to-eat foods with bare hands. Refer to the “Using Suitable Utensils When Handling Ready-To-Eat Foods” SOP #2.
5. Handle trays by the edge or bottom and utensils by the handles.
6. Store utensils with the handles up or by other means to prevent contamination.
7. Hold potentially hazardous food at the proper temperature. Refer to the “Holding Hot and Cold Potentially Hazardous Foods” SOP #13.
8. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
9. Store in-use utensils properly.
10. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the “Date Marking Ready-to-Eat, Potentially Hazardous Foods” SOP#14, and “Cooling Potentially Hazardous Foods” SOP #18.

MONITORING:

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

16 - Serving Food, continued

CORRECTIVE ACTION:

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

2. Replace improperly handled trays or utensils and wash the improperly handled item(s).
3. Discard ready-to-eat food that has been touched with bare hands or dropped on the floor.
4. Follow the corrective actions identified in the “Washing Hands” #1; “Using Suitable Utensils When Handling Ready-To-Eat Foods” #2; “Date Marking Ready-to-Eat, Potentially Hazardous Foods” #14; “Cooling Potentially Hazardous Foods” #18; and “Holding Hot and Cold Potentially Hazardous Foods” SOP #13.

VERIFICATION AND RECORD KEEPING:

A Head Cook will complete the Food Safety Checklist. Completed checklists will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

17 - Preventing Cross-Contamination at Food Bars

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

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used to prevent cross-contamination at food bars.
2. Follow district Employee Health Policy SOP#3A, “Personal Hygiene” SOP#3, and “Washing Hands” SOP#1.
3. Follow manufacturer’s instructions for pre-heating and pre-chilling food bar equipment before use.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar. Ensure that handles do not drop into food containers.
6. Replace existing containers of food with new containers when replenishing the food bar.
7. Instruct and assist customers who do not properly use utensils.
8. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
9. Keep self-service bar clean and neat to avoid cross-contamination between food items.
10. Avoid using spray chemicals to clean food bars when in use.

17 - Preventing Cross-Contamination at Food Bars, continued

MONITORING:

1. Monitor and record temperatures of food in accordance with the “Holding Hot and Cold Potentially Hazardous Foods” SOP #13.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers’ use of the food bar to ensure that customers are not:

- Touching food with their bare hands.
- Coughing, spitting, or sneezing on the food.
- Placing foreign objects in the food.
- Using the same plate for subsequent trips.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The Head Cook will verify that food service employees are assigned to maintain food bars during all hours of operation. Food service employees will record temperatures of food items and document corrective actions taken on the appropriate temperature log. Food service employees will document any discarded food on the Damaged or Discarded Product Log. The Head Cook will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. The Head Cook will complete the Food Service checklist for quality control. The Food Safety Checklist for Quality Control and all logs will be maintained with other records for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure

18- Cooling Potentially Hazardous Foods

Purpose: To prevent foodborne illness caused by improper cooling procedures.

Scope: This procedure applies to food service employees who prepare, store or serve food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
 - One-Step Method: Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours.
 - Place food in shallow containers (no more than 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.

- Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
5. Repair or reset holding equipment before returning the food to the unit, if applicable.
 6. Discard the food if it cannot be determined how long the food temperature was above 41 °F.
 7. If State and local requirements are based on the *1999 Missouri Food Code*, then the Two- Step Cooling Method may be used to chill cooked, hot food from:
 - 135°F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135°F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below within 4 hours. **The total cooling process from 135°F to 41 °F may not exceed six hours.** Take corrective action immediately if food is not chilled from 135°F to 41 °F within the 6-hour cooling process.
 8. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Use “time as a control” stickers to record cooling times and temperatures. Place the cool down sticker on the cooled item. When you reheat the food item attach the cool down sticker off from pan onto the Cooking and Reheating Temperature Log.

Corrective Action:

1. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than a total of 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

18- Cooling Potentially Hazardous Foods, continued

Verification and Record Keeping:

Designated employees will record temperatures and corrective actions taken on the Cooling Temperature Log. The Head Cook will verify that food service employees are cooling food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The Cooling Temperature Logs will be maintained for 3 years plus the current year.

Date Implemented: August 2007 By: AMY DECLUE
Date Reviewed: _____ By: _____
Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure

19– Reheating Potentially Hazardous Food

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

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

Key Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
2. Reheat all foods rapidly, within 2 hours, to a minimum of 165°F for at least 15 seconds in accordance with the 1999 Missouri Food Code requirements.
3. Reheat the following products to a minimum internal temperature of 165°F for 15 seconds:
 - Any food that is cooked, cooled and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
4. Use the following method to reheat food for hot holding when using a microwave oven:
 - Heat leftovers or processed, ready-to-eat foods from a package or can to at least 165°F for 15 seconds
 - Rotate (or stir) and Cover foods while heating
 - Allow to sit for 2 minutes after heating
5. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.

19- Reheating Potentially Hazardous Food, continued

Corrective Action:

1. Continue reheating/heating food until the internal temperature reaches 165°F for 15 seconds.
2. If the product fails to reach 165°F within 2 hours, discard the product.

Verification and Record Keeping:

Designated employees will record times and temperatures and any corrective actions taken on the Cooking-Reheating Temperature Log. The Head Cook will verify that food service employees are reheating food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The logs will be maintained for 3 years plus the current year.

Date Implemented: August 2007 **By:** AMY DECLUE
Date Reviewed: _____ **By:** _____
Date Revised: _____ **By:** _____

SECTION 2: Categorizing Menu Items

Menu items are categorized as Process 1 (No Cook), Process 2 (Cook and Serve the Same Day), or Process 3 (Complex – Cook, Cool, Reheat, Serve) foods. The food service manager or other designated employee will ensure that all production staff is aware of the menu items, the process category they belong to and the necessary control measures by posting the Process Charts in the kitchen. (The Process Charts are attached on the following pages.) In addition, the menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

- All food service staff and substitutes will be given an overview of the Process Approach to HACCP at employee orientation.
- Training for employees will be provided on an annual basis.
- An easily accessible handout on the Process Approach will be available in the manager's office.

SECTION 3: Identifying Control Measures

**Process 1 – No Cook
*** Keep Food Below 41°F *****

Critical Control Point(s):

- Holding Cold Potentially Hazardous Foods – critical limit is 41°F or below

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Washing Fresh Fruits and Vegetables (10)
- Controlling Time and Temperature During Preparation (11)
- Holding (Hot and) Cold Potentially Hazardous Foods (13)
- Date Marking Ready-to-Eat, Potentially Hazardous Foods (14)
- Transporting Food to Remote Sites (Satellite Kitchens) (15)
- Serving Food (16)
- Preventing Cross-Contamination at Food Bars (17)

- **Process 2 – Cook and Serve the Same Day**

*****Cook to Correct Temperature. Hold and serve at 140 degrees F or above *****

Critical Control Point(s):

- Cooking Potentially Hazardous Food (12)
- Holding Hot Potentially Hazardous Foods (13)
- See Cooking Potentially Hazardous Foods Temperature Chart (12) for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). All temperatures meet or exceed the minimum cooking temperatures required by the current 1999 Missouri Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Holding Hot (and Cold) Potentially Hazardous Foods (13)
- Transporting Food to Remote Sites (Satellite Kitchens) (15)
- Serving Food (16)
- Preventing Cross-Contamination at Food Bars (17)

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

***Limit Time in the Danger Zone (41 – 140 degrees F) ***

Critical Control Point(s):

- Cooking Potentially Hazardous Food (12)
- Cooling Potentially Hazardous Foods (18)
- Reheating Potentially Hazardous Food (19)
- Holding Hot Potentially Hazardous Foods (13)
- See Temperature Chart (12) for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). All temperatures meet or exceed the minimum cooking temperatures required by the 1999 Missouri Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Holding Hot and Cold Potentially Hazardous Foods (13)
- Transporting Food to Remote Sites (Satellite Kitchens) (15)
- Serving Food (16)
- Preventing Cross-Contamination at Food Bars (if applicable) (17)

PROCESS 1

No Cook

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COLD HOLD

CCP: Hold At or Below 41°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 2

Cook & Serve Same Day

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

HOT HOLD

CCP: Hold At or Above 140°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 3

Cook, Cool, Reheat, Serve (Complex)

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures.

COOL

CCP: Cool to Internal Temperature of 41°F or Less within 2 Hours. Check & Record Temperatures.

REHEAT

CCP: Reheat to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold At or Above 140°F. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

Minimum Internal Cooking Temperature Chart

Poultry.....	165°F
Ground Beef	165°F
Raw Pork, Ham & Sausage.....	165°F
Commercially Pre-cooked Ready-to-eat Meat (ham, roast beef, turkey, etc.)	140°F
Processed Meat Items (chicken nuggets, turkey fritters, cooked beef patties, etc.).....	140°F or Follow Manufacturer's Instructions
Egg Dishes, Stuffed Pasta	165°F
Fruits, Vegetables	140°F
Leftovers	165°F

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

These temperatures meet or exceed the minimum requirements of the 1999 Missouri Food Code.

SECTION 4: Monitoring

Supervisor Responsibilities:

- The Head Cook for each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and Critical Control Points (CCPs) at the required frequency and are documenting required records.
- The Head Cook will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
- Monitoring will be a constant consideration. However a checklist will be used to formally monitor food service staff at least once per year by the Director. (The checklist is included on the following page.)

Food Service Staff Responsibilities:

- Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food service staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

FOOD SAFETY CHECKLIST

Directions: Use this checklist at least weekly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____

Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, chewing gum is observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair properly restrained by using pony tail holder or a braid.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to simple earrings, and wedding ring.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at critical points	<input type="checkbox"/>	<input type="checkbox"/>		Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>		Employees do not smoke inside school buildings	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	<input type="checkbox"/>	<input type="checkbox"/>		There is no bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
All food is labeled with delivery date	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food and other food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled.	<input type="checkbox"/>	<input type="checkbox"/>					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean and odor free	<input type="checkbox"/>	<input type="checkbox"/>	
Food slicer is broken down, cleaned and sanitized before and after use	<input type="checkbox"/>	<input type="checkbox"/>		Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Boxes, containers and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>					

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature is appropriate for pieces of equipment	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Food is stored 6 inches off floor in walk-ins	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>		Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F	<input type="checkbox"/>	<input type="checkbox"/>					

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly	<input type="checkbox"/>	<input type="checkbox"/>		Food is tested using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	
All food stored or prepared in facility is from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>		Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 140° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>		Smallware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage cans are emptied as necessary	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpsters are closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	
There is a regular schedule of pest control by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>					

SECTION 5: Corrective Actions

Determining Corrective Actions:

- The Food Service Director and Head Cooks (i.e. the persons responsible for food service management and operations for this sponsor), are responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are listed on the following pages.
- Corrective actions for all SOPs are outlined in the SOPs provided by the National Food Service Management Institute.
- The food service director and supervisors will review and update all corrective actions at least annually.

Training:

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

Documenting Corrective Actions:

- Food service staff will be responsible for documenting any non-routine corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs. In most cases, these will be written directly on the recording form for the temperature in question, either in a separate column or on the back of the form.

Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by Child Nutrition & Wellness, KSDE within the time specified on the recipe or pre-prepared product instructions...	<p>If no real problem is suspected:</p> <ul style="list-style-type: none"> • Let the product cook longer. • Train the cook to check internal temperatures of products. <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If the oven may not be working properly:</p> <ul style="list-style-type: none"> • Use an oven thermometer to check the internal temperature of the oven. • Complete a work order for maintenance to check the thermostat.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process...	Discard the food.
	If hot food is above 41°F and it is more than 6 hours into the cooling process...	Discard the food.
REHEAT	If hot food is not reheated to 165°F within 2 hours...	Discard the food.

HOT HOLD	If hot food being held is found to be below 140°F...	<p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If thermometer is correctly calibrated:</p> <ul style="list-style-type: none"> • Reheat the hot food to 165°F for 15 seconds and then hold above 140°F. • If you suspect that the hot holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.
COLD HOLD	If cold food being held is found to be above 41°F ...	<p>If time is used as a control:</p> <ul style="list-style-type: none"> • Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours. <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.

SECTION 6: Recordkeeping

Staff Responsibility:

- All food service staff will be held responsible for recordkeeping duties as assigned. Overall, the Head Cook will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- All logs will be kept in the kitchen for ease of use.
- All forms/logs will be replaced as needed and multiple employees will know where to find blank replacement forms.
- All completed forms will be filed at the site.

Training:

- The food service supervisor is responsible for educating all food service personnel on the use and importance of recording critical information.

Maintenance of Records:

- All records will be maintained for a minimum of 3 years and until a representative of the Missouri State Department of Education gives permission for the records to be discarded.

<u>Documentation (Records)</u>	<u>Documentation Schedule</u>
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Food Production Records

Temperatures at beginning of 1st meal period and Cooking and Reheating Temp Log.

Equipment Production Records

Refrigerator / Freezer Temperature Log.....	Daily
Thermometer Calibration	Weekly or as needed

Review Records

Food Safety Checklist	Weekly by Head Cook
Checklist for Review of Food Safety System and Plan.....	Annually (Director and Head Cook)

Training Logs

Food Safety Training Plan and Record.....	Keep on file and send copy to Director
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Corrective Action Records	As necessary
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SECTION 7: Review of Food Safety System and Plan

The Food Services Director and Head Cooks will review the facility's food safety system and plan prior to the beginning of each school year and when any significant changes occur in the operation.

Food Safety Checklist (along with long form)

Directions: Use this checklist at least annually to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____ Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, chewing gum is observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair properly restrained by using a pony tail holder or braid.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to simple earrings, and wedding ring.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at critical points	<input type="checkbox"/>	<input type="checkbox"/>		Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>		Employees do not smoke inside school buildings	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	<input type="checkbox"/>	<input type="checkbox"/>		There is no bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
All food is labeled with delivery date	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food and other food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled.	<input type="checkbox"/>	<input type="checkbox"/>					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean and odor free	<input type="checkbox"/>	<input type="checkbox"/>	
Food slicer is broken down, cleaned and sanitized before and after use	<input type="checkbox"/>	<input type="checkbox"/>		Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Boxes, containers and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>					

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature is appropriate for pieces of equipment	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Food is stored 6 inches off floor in walk-ins	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>		Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F	<input type="checkbox"/>	<input type="checkbox"/>					

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly	<input type="checkbox"/>	<input type="checkbox"/>		Food is tasted using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	
All food stored or prepared in facility is from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>		Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 140° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>		Smallware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage cans are emptied as necessary	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpsters are closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	
There is a regular schedule of pest control by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>					

SECTION 8: Food Safety Training

Food Safety Training Plan and Record

INSTRUCTIONS:

- List all employees and complete food safety training information for each person.
- "Job Group 1" includes school food service directors, head cooks.
- "Job Group 2" includes all other employees.
- For each employee, circle or highlight the abbreviated name of the class completed:
Food Handler's = FH, Production Classes = PROD, ServSafe = SRVS, Locally developed class = LDC
- Retain this record and a copy of individual class completion certificates on file for review or audit.
- Make additional copies of this form if you have more than 20 employees.

No.	Employee Name/ Training Class	Job group 1 or 2	Date Hired Mo./Yr	Date Terminated Mo./Yr	Date Training Must Be Completed Mo./Yr.	Training Completed		Class Date Mo./Yr.
						Circle or Highlight Class Name Abbreviation		
1.						FH SRVS	PROD LDC	
2.						FH SRVS	PROD LDC	
3.						FH SRVS	PROD LDC	
4.						FH SRVS	PROD LDC	
5.						FH SRVS	PROD LDC	
6.						FH SRVS	PROD LDC	
7.						FH SRVS	PROD LDC	
8.						FH SRVS	PROD LDC	
9.						FH SRVS	PROD LDC	
10.						FH SRVS	PROD LDC	
11.						FH SRVS	PROD LDC	
12.						FH SRVS	PROD LDC	
13.						FH SRVS	PROD LDC	
14.						FH SRVS	PROD LDC	
15.						FH SRVS	PROD LDC	
16.						FH SRVS	PROD LDC	

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov.

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