**HACCP-based Food Safety Plan**

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

School Nutrition Facility

School Name:

Effective Date:

The following materials have been provided by or adopted from the following sources:





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**Program Overview and Facility Description**

**Introduction**

**Purpose of the School Food Safety Program**

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities/local education agencies (SFAs/LEAs) to implement a food safety program for the preparation and service of school meals served to children. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFAs/LEAs must have a fully implemented food safety program that complies with HACCP principles.

**Instructions for Completing the Program Overview and Facility Description:**

1. Review and complete each question of the Program Overview and Facility Description. If a question does not apply to your facility, enter N/A.
2. To enter information, double click on the appropriate gray box. Type the answer in the box. Click okay at the bottom of the entry page.
3. To enter an “X” in a box, double click on the box. Select “checked” in the default value section and click okay at the bottom of the entry page.
4. The form may be printed and handwritten.
5. The Program Overview and Facility Description should be updated annually.
6. There is a sample Program Overview and Facility Description at the end of the toolkit.

**Blank Program Overview and Facility Description**

School Nutrition Program:

Cafeteria Site Name:

Address:

Name of Person in Charge in Cafeteria:

Type of Site:

[ ]  On-site food preparation is conducted for all menu items. Milk distributor delivers milk and milk is stored in appropriate cold storage on-site.

[ ]  On-site food preparation is not conducted and milk is not stored on-site. All food items delivered daily are ready-to-serve. The milk is delivered to the site with the meals. All leftovers are discarded.

[ ]  On-site food preparation is not conducted and milk is stored at site. All food items are ready-to-serve. All leftovers from food delivery are discarded. Milk distributor delivers milk and milk is stored in appropriate cold storage on-site.

[ ]  Meals are pre-cooked and delivered frozen. Meals are heated on-site and the milk is delivered daily and all leftover meals (including the milk) are discarded daily.

[ ]  Meals are pre-cooked delivered frozen. Meals are heated on-site and the milk is delivered daily and all leftover meals (including the milk) are discarded. The milk is delivered by milk distributor and kept in appropriate cold storage on-site.

[ ]  Other - *Describe*:

**School Nutrition Program Staff:**

[ ]  Person(s) in Charge [ ]  Staff Additional Notes:

**Average Daily Participation**:

Breakfast:       Lunch:       Afterschool Snacks:

**Customers Include:**

[ ]  Students (list grades):       [ ]  Adults (teachers, administrators)

[ ]  Visitors (parents, volunteers) [ ]  Employees (SNP Staff)

**Equipment (List Equipment and how many of each):**

      Stand Mixer       Table Mixer       Food Processor

      Walk-In Freezer       Reach-In Refrigerators       Walk-In Cooler

      Convection Ovens       Combination Ovens       Microwave

      Steamers       Home-type Refrigerator       Milk Coolers

      Heated Cabinets       Can Opener       Carts (metal)

      Carts (plastic)       Heated Serving Units       Tilting Skillets

      Slicer       Range/Oven       Dish machine

      Hand washing Sinks       Washing Machine       Dryer

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**Thermometers: How Many?**

(Usage concentration examples meats, milk, vegetables; Type example bimetallic, digital)

[ ]  Reheat/Preparation Area Type: Bimetallic that can be calibrated

[ ]  Serving Line Area Type: Bimetallic that can be calibrated

[ ]        Type:

[ ]        Type:

[ ]        Type:

**Equipment Thermometers:**

[ ]  Milk Coolers [ ]  Reach in Refrigerators [ ]  Walk in Refrigerators

[ ]  Walk in Freezer [ ]  Reach in Freezer [ ]  Dry Storage Area

[ ]  Hot Hold Units [ ]  Dish machine [ ]  Back up Thermometers

[ ]  Serving Line (staff) [ ] Preparation Area (staff)

[ ]  Receiving (staff)

[ ]  Other:

**Menu Type:** **[ ]** Cycle [ ]  Non-cycle

If a cycle menu is used, how many days/weeks in the cycle:

[ ]  Cycle Menu is developed by on-site Person in Charge

 [ ]  Cycle Menu is developed by Central Office

 [ ]  Cycle Menu is developed by the Food Service Management Company

**Recipes:** [ ]  USDA [ ]  Local [ ]  Other (List):

**Special Events:**

[ ]  Student Field Trips (meal preparation – cold sack lunches)

[ ]  Banquets (after school hours)

[ ]  School Day Special Functions (List):

[ ]  Nutrition Education (using food/equipment)

[ ]  Other (List):

 **Additional comments about site:**

**Sample Program Overview and Facility Description**

School Nutrition Program: ABC Charter School

Cafeteria Site Name: ABC Elementary

Address: 123 North Avenue, Anywhere, TN

Name of Person in Charge in Cafeteria: Bonny Smith

Type of Site:

[ ] On-site food preparation is conducted for all menu items. Milk distributor delivers milk and milk is stored in appropriate cold storage on-site.

[ X ] On-site food preparation is not conducted and milk is not stored on-site. All food items delivered daily are ready-to-serve. The milk is delivered to the site with the meals. All leftovers are discarded.

[ ] On-site food preparation is not conducted and milk is stored at site. All food items are ready-to-serve. All leftovers from food delivery are discarded. Milk distributor delivers the milk and milk is stored in appropriate cold storage on-site.

[ ] Meals are pre-cooked and delivered frozen. Meals are heated on-site and the milk is delivered daily and all leftover meals (including the milk) are discarded daily.

[ ] Meals are pre-cooked delivered frozen. Meals are heated on-site and the milk is delivered daily and all leftover meals (including the milk) are discarded. The milk is delivered by milk distributor and kept in appropriate cold storage on-site.

[ ] Other - *Describe*:

**School Nutrition Program Staff:**

 X Person(s) in Charge X Staff NOTE: we have one Person in Charge and 2 additional SNP Staff

**Average Daily Participation**:

Breakfast: 345 Lunch: 620 Afterschool Snacks: \_\_\_

**Customers Include:**

[ X ] Students (list grades): K5 [ X ] Adults (teachers, administrators)

[ ] Visitors (parents, volunteers) [ X ] Employees (SNP Staff)

**Equipment (List Equipment and how many of each):**

 1 Stand Mixer \_\_\_ Table Mixer \_\_\_ Food Processor

 1 Walk-In Freezer 2 Reach-In Refrigerators \_\_\_ Walk-In Cooler

 1 Convection Ovens \_\_\_ Combination Ovens 1 Microwave

\_\_\_ Steamers \_\_\_ Home-type Refrigerator \_\_\_ Milk Coolers

 2 Heated Cabinets 1 Can Opener \_\_\_ Carts (metal)

 1 Carts (plastic) \_\_\_ Heated Serving Units \_\_\_ Tilting Skillet

\_\_\_ Slicer \_\_\_ Range/Oven \_\_\_ Dishmachine

 1 Hand washing Sinks \_\_\_ Washing Machine \_\_\_ Dryer

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Thermometers: How Many?** 3

(Usage concentration examples meats, milk, vegetables; Type example bimetallic, digital)

[ X ] Reheat/Preparation Area Type: Bimetallic that can be calibrated

[ X ] Serving Line Area Type: Bimetallic that can be calibrated

[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: Bimetallic that can be calibrated

[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment Thermometers:**

[ X ] Milk Coolers [ X ] Reach In Refrigerators [ X ] Walk In Refrigerators

[ X ] Walk In Freezer [ X ] Reach in Freezer [ ] Dry Storage Area

[ X ] Hot hold Units [ X ] Dishmachine [ ] Back up Thermometers

[ ] Serving Line (staff) [ X ] Preparation Area (staff)

[ ] Receiving (staff)

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Menu Type:** [X] Cycle [ ] Non-cycle

If a cycle menu is used, how many days/weeks in the cycle: 21 days

[ ] Cycle Menu is developed by on-site Person in Charge

 [X] Cycle Menu is developed by Central Office

 [ ] Cycle Menu is developed by the Food Service Management Company

**Recipes:** [X] USDA [X] Local [ ] Other (List): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Events:**

[ X ] Student Field Trips (meal preparation – cold sack lunches)

[ ] Banquets (after school hours)

[ ] School Day Special Functions (List): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Nutrition Education (using food/equipment)

[ X ] Other (List): Volunteers assist in serving the food.

 **Additional comments about site:**

**The Process Approach**

**Categorizing Menu Items**

The Process Approach categorizes menu items into three broad food preparation processes based on the number of times a food moves through the temperature danger zone (41o to 135o Fahrenheit). Although many food items may be grouped into the same category, the measures used to prevent or control hazards will be the same within each category. By applying the practical steps in the Process Approach you will have identified hazards and control measures for each of the categories and for each of your menu items.

These are the preparation categories in the Process Approach:

* Process #1 – No Cook Preparation
* Process #2 – Same Day Service Preparation Process
* Process #3 – Complex Food Preparation Process

Recommendations for categorizing menu item as Process #1 (No Cook) and Process #2 (Same Day) follow. If all leftovers are discarded after meal service is completed, with exception of milk or unheated items, there are no menu items in the Process #3 category. If this site is preparing food items and allowing leftover usage, Process #3 (Complex) could be used. An example of Process #3 (Complex Food Preparation) may be: Chili was prepared and served. Twenty portions of the chili were leftover. The chili was cooled to below 41o F and stored in cold storage. The chili was reheated (to 165o F for 15 seconds) the next day served. The chili passed through the food danger zone more than two times.

***Note:*** *There are typically no leftover heated products at a site with contracted meals. Foods are usually precooked and/or reheated one time on-site, and discarded the day served. The site will utilize processes 1 or 2.*

Complete the No Cook, Same Day or Complex forms to indicate how food items were categorized. *If the State Agency production records (breakfast, lunch and afterschool snacks) are utilized, the Process Approach codes are found on the production records. If the foods are categorized on the production records the forms are not needed to categorize foods.*

**PROCESS #1: NO COOK**

**Example: Fruit Salad**

RECEIVE



Controls: Known Source, Receiving Temperatures

STORE



Controls: Proper Storage Temperatures,

Prevent Cross Contamination,

Store away from chemicals

PREPARE

Controls: Personal Hygiene, Restriction of Ill

Employees, Prevent Cross Contamination

**Temperature Control: COLD HOLDING**



**Hold at 41˚F or below.**

**Check and record temperatures.**

SERVE

Controls: No Bare Hand Contact with Ready to Eat

Food, Personal

Hygiene, Restrict Ill Employees

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

**PROCESS #2: SAME DAY SERVICE**

**Example: Baked Chicken**

RECEIVE



Controls: Known Source, Receiving Temperatures

STORE



Controls: Proper Storage Temperatures,

Prevent Cross Contamination,

Store away from chemicals

PREPARE

Controls: Personal Hygiene, Restriction of Ill Employees, Prevent Cross Contamination

**Temperature Control: COOK**



**Internal temperature of 165°F for 15 seconds. (For Chicken) Check and record temperatures.**



**Temperature Control: HOT HOLD**

**Hold at no less than 135˚F.**

**Check and record temperatures.**

SERVE

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

**PROCESS #3: COMPLEX FOOD PREPARATION**

**Example: Beef and Bean Tamale Pie**

RECEIVE



Controls: Known Source, Receiving Temperatures

 STORE



Controls: Proper Storage Temperatures,

Prevent Cross Contamination,

Store away from chemicals

PREPARE

Controls: Personal Hygiene, Restriction of Ill Employees, Prevent Cross Contamination

**Temperature Control: COOK**



**Internal temperature of 165°F for 15 seconds. (For Chicken) Check and record temperatures.**

**Temperature Control: COOL**

**Cool to 70°F within 2 hours and from 70°F to 41°F or lower within an additional 4 hours. Check and record temperatures.**



 **Temperature Control: REHEAT**

**Heat to 165°F for at least 15 seconds. Check and record temperatures.**

**Temperature Control: HOT HOLD**

**Hold at no less than 135˚F.**

**Check and record temperatures.**

SERVE

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

**Process #1: NO COOK**

**Keep food at or below 41˚F Degrees**

|  |  |  |
| --- | --- | --- |
| **Menu Item** | **Recipe Number** | **Controlling Hazards for Process #1** |
|  |  | **Temperature****controls:*** Cold holding

**SOPs:*** Refer to SOPs that apply to Process #1
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**Process #2: SAME DAY SERVICE
Cook to correct temperature. Hold and serve at 135˚F or above.**

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| **Menu Item** | **Recipe****Number** | **Temperature** | **Controlling Hazards for Process #2** |
| **Cooking** | **Temperature****controls:*** Cooking
* Hot holding

**SOPs:*** Refer to SOPs that apply to Process #2
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**Process #3: COMPLEX FOOD PREPARATION
Cook to correct temperature. Hold and serve at 135˚F or above. Cool food to 41o F. Reheat food to 165o F for 15 seconds. Hold and serve at 135˚F or above.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Menu Item** | **Recipe****Number** | **Temperature** | **Controlling Hazards for Process #3** |
| **Cooking/Cooling/Reheating** | **Temperature****controls:*** Cooking
* Hot holding
* Cooling
* Reheating
* Hot holding

**SOPs:*** Refer to SOPs that apply to Process #3
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**Training**

**Training the Food Service Employees/Volunteers**

The designated person in charge will ensure that all appropriate staff and volunteers are aware of the menu items, the appropriate process categories, the necessary control measures, Standard Operating Procedures, and the elements of the HACCP Plan. Training should be provided for all food service employees at least annually.

The person in charge and/or the supervisor should:

* Provide an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) to food service staff/volunteers. Staff should be made aware of the location of the HACCP Plan. Ongoing training will be provided at least annually and as needed.
* Provide appropriate instructions to employees, volunteers, and/or substitutes on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of any applicable monitoring records.
* Update the HACCP plan at least annually by modifying existing Standard Operating Procedures or adding new ones as needed. Training should be provided on updates.
* Ensure that all documents are being completed as guided by the SOPs. Examples include temperature logs, calibration logs, monitoring logs, etc.…

**Food Safety Training Log**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Standard Operating Procedures** | **Date Trained**  | **Date Trained**  |
| Hand Washing |  |  |
| Personal Hygiene |  |  |
| No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use |  |  |
| Using Suitable Utensils When Handling Ready-to-Eat Foods |  |  |
| Using & Calibrating Food Thermometers |  |  |
| Receiving Deliveries |  |  |
| Storage |  |  |
| Storing and Using Poisonous or Toxic Chemicals |  |  |
| Controlling Time and Temperature During Preparation |  |  |
| Time/Temperature Control for Safety (TCS) Foods |  |  |
| Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods |  |  |
| Cooling Time/Temperature Control for Safety (TCS) Foods |  |  |
| Transporting Food to Remote Sites (Satellite Kitchens) |  |  |
| Reheating Time/Temperature Control for Safety (TCS) Foods |  |  |
| Holding Time/Temperature Control for Safety (TCS) Foods |  |  |
| Serving Food |  |  |
| Date Marking Ready-to-Eat, Time/Temperature Control for Safety (TCS) Foods |  |  |
| Preventing Cross-Contamination During Storage and Preparation |  |  |
| Washing Fruits and Vegetables |  |  |
| Cleaning & Sanitizing Food Contact Surfaces |  |  |
| Preventing Contamination at Food Bars  |  |  |
| Serving Safe Food to Students with Food Allergies  |  |  |
| Assembling a Body Fluid Cleanup Kit  |  |  |
| Cleaning and Disinfecting Body Fluid Spills |  |  |
| Communicating During a Foodborne Illness Outbreak  |  |  |
| Communicating Norovirus Prevention Methods  |  |  |
| Handling a Food Recall |  |  |
| Time as a Public Health Control |  |  |
| COVID-19 and Other Viral Pandemic Response  |  |  |
| **Other Topics** |  |  |
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Employee/Volunteer Date Person In Charge/Supervisor Date

**In-Service Training Roster**

|  |
| --- |
| **School Site(s) Date:** |
| **Topic:** |
| **Trainer:** |
| **Training Materials Used:**  |

**Attendance Sign In:**

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| --- | --- | --- |
| **Name:** |  | **School/Site:** |
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**Standard Operating Procedures**

**Standard Operating Procedures Index**

The Standard Operating Procedures (SOPs) listed below are the recommended list to start the food safety plan. Additional SOPs may be added. Modifications **must** be made for each serving site based on the school’s actual procedures*.*

* Hand Washing
* Personal Hygiene
* No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use
* Using Suitable Utensils When Handling Ready-to-Eat Foods
* Using and Calibrating Thermometers
* Receiving Deliveries
* Storage
* Storing and Using Poisonous or Toxic Chemicals
* Time/Temperature Control (for Safety) Foods
* Holding Hot and Cold Time/Temperature Control (for Safety) Foods
* Cooling Time/Temperature Control (for Safety) Foods
* Transporting Food to Remote Sites (Satellite Kitchens)
* Reheating Time/Temperature Control for Safety (TCS) Foods
* Serving Food
* Date Marking Ready-to-Eat, Time/Temperature Control for Safety (TCS) Foods
* Preventing Cross-Contamination During Storage and Preparation
* Washing Fruits and Vegetables
* Cleaning and Sanitizing Food Contact Surfaces
* Preventing Contamination at Food Bars
* Serving Safe Food to Students with Food Allergies
* Assembling a Body Fluid Cleanup Kit
* Cleaning and Disinfecting Body Fluid Spills
* Communicating During a Foodborne Illness Outbreak
* Communicating Norovirus Prevention Methods
* Handling a Food Recall
* Time as a Public Health Control
* COVID-19 and Other Viral Pandemic Response

Hand Washing

Purpose:To prevent foodborne illness by contaminated hands.

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

Key Words: Hand washing, Cross-Contamination

Instructions:

1. Train employees on using the procedures in this SOP. Follow state or local health department requirements.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
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 a means to dry hands. 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. Maintain cleanliness and good repair for soap dispensers, hand-drying devices, and all related fixtures.
7. Wash hands:
	* Before starting work
	* During food preparation
	* When moving from one food preparation area to another workstation
	* Before putting on or changing gloves
	* After using the toilet
	* After sneezing, coughing, or using a handkerchief or tissue
	* After touching hair, face, clothing, or body
	* After smoking, eating, drinking, or chewing gum or tobacco
	* After handling raw meats, poultry, fish, or produce
	* After any clean up activity such as sweeping, mopping, or wiping counters
	* After touching dirty dishes, equipment, utensils, or boxes/containers
	* After handling or transporting trash
	* After handling money
8. Follow proper hand washing procedures as indicated below:
	* Wet hands and forearms with warm, running water at least 100 ºF 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 or
	* Dry hands for at least 30 seconds if using a warm air hand dryer, if applicable
	* Turn off faucets in a sanitary fashion, using a paper towel in order to prevent recontamination of clean hands
	* Use paper towel to open door when exiting the restroom

Monitoring:

* + 1. The person in charge will visually observe the cafeteria employees’ hand washing practices during all hours of operation.
		2. The person in charge will visually observe that hand washing sinks are properly supplied during all hours of operation.

Person(s) Responsible For Monitoring (List):

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Supply hand washing sinks with proper hand-cleaning soap or detergent, sanitary single use disposable towels or hand-drying device providing heated air immediately.
4. Keep all soap dispensers, hand-drying devices, and all related fixtures clean and in good repair.
5. Retrain employee to make certain proper hand washing procedure.

Verification and Record Keeping:

The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Personal Hygiene**

**Purpose:** To prevent contamination of food by employees. To prevent the introduction of physical and biological hazards in food or on food contact surfaces.

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

**Key Words:** Personal Hygiene, Cross-Contamination, Contamination, Physical Hazard

**Instructions:**

1. Obtain a Sample Policy from the Local Health Department.
2. Train foodservice employees on using the procedures in this SOP.
3. Follow state or local health department requirements.
4. ***Follow the Employee Health Policy (employee health policy is not included in this resource. The site must contact the local health department for a sample policy).***
5. Report to work in good health, clean, and dressed in clean attire.
6. Change apron when it becomes soiled.
7. Wash hands properly, frequently, and at the appropriate times.
8. Keep fingernails trimmed, filed, and maintained.
9. Avoid wearing artificial fingernails and fingernail polish.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Show person in charge any lesion before working.
13. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
* Place a small amount of food into a separate container.
* Step away from exposed food and food contact surfaces.
* Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
* Wash hands immediately.
1. Wear suitable and effective hair restraints while in the kitchen.

**Monitoring:**

A designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. If an employee reports to work inappropriately groomed or attired, he/she will be asked to take the appropriate measures to correct the problem immediately, or sent home to correct the problem, whichever is most appropriate.
3. If an employee reports to work with flu-like symptoms, diarrhea and/or vomiting, or infected with a communicable disease he/she will be sent home, reassigned non-food related duties, or sick leave, whichever is most appropriate. *The local district will need to determine when to send employees home. The site will work with the local health department for further guidance.*
4. Treat and bandage any cut, abrasion, or burn that has broken the skin. When hands are bandaged, single-use gloves must be worn.
5. 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.
6. Discard affected food.

**Verification and Record Keeping:**

The person in charge will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use**

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

**Scope:** This procedure applies to foodservice employees who prepare, handle, serve, hold, or store food.

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

**Instructions:**

Gloves will be used for handling *all* ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated. Refer to Hand washing SOP.

All employees in school foodservice must wash hands thoroughly prior to putting on gloves and when gloves are changed.

Proper technique for removing disposal gloves to avoid contamination of hands.

* 1. With gloves on, using dominant hand pull non-dominant glove off.
	2. Using dominant hand, wad non-dominant glove into ball.
	3. Using (now non-gloved) non-dominant hand, place pointer finger under glove and pull glove off with one finger and dispose – touching underside of glove to prevent contamination.

All employees in school foodservice must change gloves:

* Before beginning food preparation
* Before beginning a new task
* After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
* After contacting chemicals
* When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
* When handling money
* Anytime a glove is torn, damaged, or soiled
* Upon coughing or sneezing
* Upon touching cloths, skin, hair, or body
* Upon eating or drinking
* Upon leaving the cafeteria preparation area
* Anytime contamination of a glove might have occurred
* If they are in continual use for four hours
* When finished handling raw meat and before handling cooked or ready-to-eat foods.

Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

The person in charge will:

1. Observe all employees daily to make certain that they are following procedures.
2. Follow up as necessary.

**Monitoring:**

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

**Person(s) Responsible For Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

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

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

**Scope:** This procedure applies to foodservice employees who prepare, handle, serve, hold, or store food.

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

**Instructions:**

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

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Using and Calibrating Thermometers**

**Purpose:** To prevent foodborne illness by ensuring that correctly calibrated thermometers are properly used to determine accurate food temperatures.

**Scope:** This procedure applies to foodservice employees who receive, prepare, hold, serve, cook, cool, and store food.

**Key Words:** Thermometers, Calibration, End-Point Cooking Temperature, Internal Temperature

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow the food thermometer manufacturer’s instructions for use. Use a food thermometer that measures temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) and is appropriate for the temperature being taken. For example:
* Use bimetallic, dial-faced stem thermometers when measuring the temperatures of foods.
* Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
1. Keep thermometers and their storage cases clean, sanitized, stored safely, and easily accessible to foodservice employees during all hours of operation.
* To Sanitize:
* Wash probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
* Rinse the probe with clean, warm water.
* Sanitize the probe with an approved food contact surface sanitizing solution, sanitizing swabs or with alcohol swabs. Air dry. Air-drying minimizes the risk of contamination of the probe.
* Store in clean case or sleeve.
1. Temperatures must be taken at critical steps throughout the flow of food using the following procedures:
* Use a calibrated thermometer.
* Clean and sanitize food thermometer before each use.
* Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
	+ The thickest part of the product for meat, poultry, or fish avoiding any bone
	+ The center of the item
	+ Between two packages of refrigerated or frozen packaged foods
	+ Until at least 2 inches are submersed in milk and other liquids
	+ By folding the bag over the stem of the thermometer or probe for bulk milk or liquids
* Wait 10-15 seconds.
* Take 2 temperatures in different locations since product temperatures can vary throughout the food item.
* Make sure the tip of the thermometer does not poke through the food.
* Identify corrective actions if appropriate temperatures are not met.

Bimetallic-stemmed thermometers have a dimple that indicates the end of the sensing region. These thermometers must be inserted 2 to 3 inches into the food product to obtain an accurate reading. Most digital stemmed thermometers (thermistors) and thermocouples (digital) are “tip sensitive” meaning that an accurate reading can be obtained by inserting the tip end. That is why these thermometers may be used for taking temperatures of thin foods. Insert thermometer and wait at least 10-15 seconds to get an accurate internal temperature reading.

5. Thermometers should be stored in:

* Separate drawer or section of a drawer.
* Thermometer dispensers with sanitizing solution.
* Silverware container from dish machine may be placed in work area upside down and thermometers can be placed in holes. This prevents thermometers from rolling off the countertop, yet keeps them handy for use.

6. Temperatures of storage and work areas must be monitored daily. The standards for storage areas should be maintained as indicated below:

* Storeroom for dry goods: 50 °F to 70 °F.
* Refrigeration equipment- walk-in refrigerators, reach-in refrigerators, milk coolers: below 41 °F.
* Freezers: at or below 0 °F.

The best time to document any cold storage equipment is during the high-usage time of the day, not upon arrival to the cafeteria.

7. Equipment for which temperatures must be monitored:

* Cooking-Ovens: temperature on dial setting.
	+ Ovens should be calibrated annually by maintenance or manufacturer’s representative.
		- Holding Equipment-Hot Holding Cabinets: Hold foods at an internal temperature of 135 °F or above
		- Cold Holding Cabinets: Hold foods at an internal temperature of 41 °F or below.
		- Dish Machine - 180 °F final rinse temperature for high temperature dish machines (water must be at least 160 °F when it comes in contact with the surface of the tray, dish, or other item being sanitized). Follow manufacturer’s instructions.

Not all schools have a high temperature dish machine. Omit this piece of equipment from your temperature recording procedures if your school or district uses disposables or does not have a dish machine.

8. Document temperatures on appropriate temperature log noting any corrective action. Temperatures taken during food preparation are documented immediately to make certain food is cooked to the appropriate internal end-point temperature.

**Monitoring:**

A designated employee will continually monitor the use of thermometers to make certain they are being used properly and temperatures recorded on the appropriate form.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will verify that foodservice employees are using thermometers properly by making visual observations of the employees during the temperature-taking process and all operating hours. Foodservice employees will record the calibration temperature, date, any corrective action taken, if applicable, and initial/sign on the Thermometer Calibration Log each time a thermometer is calibrated. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Calibrating Thermometers**

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
4. To use ice-point method:
* Fill a 2-quart (non-metal) container with ice.
* Add water to within 1 inch of top of container.
* Stir mixture well.
* Let sit for one minute.
* Place thermometer in container so that the sensing area of stem or probe is completely submerged over the dimple.
* Keep the thermometer from touching sides or bottom of container.
* Let thermometer stay in ice water for 30 seconds or until the dial stops moving.
* Place the calibration tool on the hex adjusting nut and rotate until the dial reads 32 °F, while in ice water.
* Some digital stemmed thermometers (thermistors) and thermocouples have a reset button that should be pushed. Follow manufacturer’s instructions.
* Document the temperature(s) and corrective actions.
* Repeat process with each thermometer.

Staff should be assigned thermometers and should calibrate assigned thermometers.

1. Thermometers should be calibrated when:
* Newly purchased
* Dropped or bumped
* Extreme temperature changes occur (when temping a cold food and then a hot food). It is recommended to assign thermometers for either cold or hot function only.
* Not used regularly

All Food Thermometers should be calibrated at least weekly.

**Monitoring:**

Foodservice employees will check the accuracy of the food thermometers:

* At regular intervals at least once per week.
* If dropped or bumped
* If used to measure extreme temperatures
* Whenever accuracy is in question

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Monitoring:**

A designated employee will continually monitor the use of thermometers to make certain that they are being used properly and temperatures recorded on the appropriate form.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will verify that foodservice employees are using thermometers properly by making visual observations of the employees during the temperature-taking process and all operating hours. Foodservice employees will record the calibration temperature, date, any corrective action taken, if applicable, and initial/sign on the Thermometer Calibration Log each time a thermometer is calibrated. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Receiving Deliveries

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

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

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

Instructions:

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

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver’s identification before accepting delivery. If driver’s name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
	* For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 ºF or below. The temperature of milk should be 45 ºF or below.
	* For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 ºF, it may be necessary to take the internal temperature before accepting the product.
	* For eggs, the interior temperature of the truck should be 45 ºF or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice or on the Temperature Log. The person in charge will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift. Temperature Logs are kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Storage**

**Purpose:** To make certain that all food is stored in a manner that maximizes both quality and safety of the food served to students.

**Scope:** This procedure applies to foodservices employees who receive and store food.

**Key Words:** Temperatures, Receiving, Holding, Frozen Goods, Delivery

**Instructions:**

* 1. Train foodservice employees on using the procedures in this SOP.
	2. Follow state or local health department requirements.
	3. Maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage upon Receiving:

1. Each mechanically refrigerated unit storing time/temperature control for safety foods shall be provided with a numerically scaled indicating thermometer or recording thermometer, accurate to + 3 ºF, located to measure the air temperature in the warmest part of the unit and located to be easily readable.
2. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
* 41°F or lower – refrigerator temperatures
* 0°F or below – freezer temperatures
* 50° to 70°F – dry storage temperatures

3. Place foods into appropriate storage areas immediately upon receipt in the following order:

* Refrigerated foods. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
	+ - Prepared or ready-to-eat foods (top shelf)
		- Fish and seafood items, raw/thawing
		- Whole cuts of raw beef, raw/thawing
		- Whole cuts of raw pork, raw/thawing
		- Ground or processed meats, raw/thawing
		- Poultry, raw/thawing (bottom)
* Place frozen foods and dry foods in designated storage areas.

4. Keep all food items on shelves that are at least 6” above the floor to facilitate air circulation and proper cleaning. NEVER store food items on floor.

5. Store food out of direct sunlight.

6. Place labeled chemicals and supplies in appropriate storage areas, away from food.

7. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing prepared old food with prepared new food for storage is not acceptable.

8. Make sure all goods are dated with receiving date (month and year) and use-by date (for items with short shelf life, like yogurt), as appropriate.

9. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers.

10. Store time/temperature control for safety foods no more than 7 days at 41ºF from date of preparation.

11. Store pesticides and chemicals away from food handling and storage areas. Pesticides and chemicals must be stored in original, labeled containers.

Storeroom Sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.

2. Dispose of items that are beyond the expiration or “use by” dates.

3. Store all items on shelves at least 6” above the floor to facilitate air circulation and proper cleaning.

4. Check for signs of rodents or insects.

Temperature Control:

1. Limit overloading refrigerated storage areas, as this prevents airflow and makes the unit work harder to stay cold.
2. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
3. Document temperatures of cold storage units during the time of highest usage; not recommended at start of day – this is coldest temperature.

Segregating Damaged Goods:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Label the areas designated for damaged goods.
4. When a food item is determined to be spoiled or in a damaged container that may affect the product, it will be segregated and held in the appropriate designated area of dry, refrigerated, or frozen storage areas pending proper notification of vendor and disposition of product.

Date Marking Ready-to-Eat Foods:

1. Train foodservice employees on using the procedures in this SOP. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
* Labeling food with a calendar date, such as “cut cantaloupe, 5/26/15, 8:00 a.m.,”
* Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
* Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
1. Follow state or local health department requirements.
2. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 ºF or below.
5. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
	* On Monday, 8/1/15, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 8/1/15.”
	* On Tuesday, 8/2/15, the lasagna is frozen with a second label that reads, “Frozen, 8/2/15.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/15 – Tuesday, 8/2/15, only 1 day is counted towards the 7-day time period.
	* On Tuesday 8/16/15 the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed, 8/16/15.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

**Monitoring:**

1. A designated foodservice employee will visually monitor to make certain that the storage areas are properly maintained.
2. Check the internal temperatures of dry storerooms at the beginning and end of each day. Check the internal temperatures of all cold storage during the middle of the day or time of highest usage.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. If the equipment temperature is not acceptable, contact the appropriate individual(s) immediately to have the refrigerator or freezer repaired.
3. Move refrigerated or frozen items to an alternate storage location if repairs cannot be made before the unit is in the danger zone in excess 4 hours.
4. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or below 135 ºF.

**Verification and Record Keeping:**

Record the temperatures and the corrective actions on the appropriate Storage Temperature Log (Refrigerator, Freezer, or Dry Storage). The person in charge will verify that foodservice employees are taking storage area temperatures by visually monitoring practices during the day and reviewing the Temperature Logs at the close of each day. Temperature Logs are kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination.

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

Key Words: Chemicals, Cross-Contamination, Contamination, Safety Data Sheet

Instructions:

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

Monitoring:

Foodservice employees and the person in charge will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification and Record Keeping:

The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is completed. The person in charge will verify that appropriate corrective actions are being taken by reviewing and observing daily documentation. The Food Safety Checklist is kept on file for a minimum of three years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Controlling Time and Temperature During Preparation

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

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

Key Words:Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety Foods, TCS Foods

Instructions:

* + 1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
		2. Follow state or local health department requirements.
		3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
		4. Use clean and sanitized equipment and utensils while preparing food.
		5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross Contamination During Storage and Preparation SOP.
		6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to

41 ºF or below before combining with other ingredients.

* + 1. Prepare foods as close to serving times as the menu will allow.
		2. Prepare food in small batches.
		3. Limit the time for preparation of any batches of food so that ingredients are not at room temperature formore than 30 minutes before cooking, serving, or being returned to the refrigerator.
		4. If time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Foods SOP.

Monitoring:

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

**Person(s) Responsible for Monitoring (List):**

Corrective Actions:

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

Verification and Record Keeping:

School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Cooking Time/Temperature Control for Safety (TCS) Foods

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

**Instructions:**

* + 1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
		2. Follow state or local health department requirements.
		3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
		4. Follow state or local health department requirements to cook products to the following temperatures:
	1. 145 ºF for 15 seconds
* Seafood, beef, and pork
* Eggs cooked to order that are placed onto a plate and immediately served
	1. 155 ºF for 15 seconds
		+ Ground products containing beef, pork, or fish
		+ Fish nuggets or sticks
		+ Eggs held on a steam table
		+ Cubed or Salisbury steaks

c. 165 ºF for 15 seconds

* Poultry
* Stuffed fish, pork, or beef
* Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)
* Precooked/Prepackaged meals

d. 135 ºF for 15 seconds

* Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

Monitoring:

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

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Temperature Log. The person in charge will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Temperature Log is to be kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods

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

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

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

Instructions:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Follow state or local health department requirements for holding foods:
	* Hold hot foods at 135 ºF or above
	* Hold cold foods at 41 ºF or below
4. Preheat steam tables and hot boxes.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
* Verify that the air/water temperature of any unit is at 135 ºF or above before use.
* Reheat foods in accordance with the Reheating for Hot Holding SOP.
* All hot time/temperature control (for safety) foods should be 135 ºF or above before placing the food out for display or service.
* Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
1. For cold foods held for service:
* Verify that the air/water temperature of any unit is at 41 ºF or below before use.
* Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control (for Safety) Foods SOP.
* All cold time/temperature control (for safety) foods should be 41 ºF or below before placing the food out for display or service.
* Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
1. For cold foods in storage:
* Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
* Chill food in accordance with the Cooling Time/Temperature Control (for Safety) Foods SOP if the food is not 41 ºF or below.
* Verify that the air temperature of any cold holding unit is at 41 ºF or below before use and at least every 4 hours thereafter during all hours of operation.

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

4. Repair or reset holding equipment before returning the food to the unit, if applicable.

1. Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Temperature Logs. Person in charge will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Cooling Time/Temperature Control for Safety (TCS) Foods

Purpose: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are cooled properly.

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

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

Instructions:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
* Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
* Use a quick-chill unit such as a blast chiller.
* Stir the food in a container placed in an ice water bath.
* Add ice as an ingredient.
* Separate food into smaller or thinner portions.
* Pre-chill ingredients and containers used for making bulk items such as salads.
1. Use state or local requirements for cooling hot foods:
* 135 ºF to 70 ºF within 2 hours. Take corrective action immediately if food is not chilled from 135 ºF to 70 ºF within 2 hours.
* 70 ºF to 41 ºF or below in remaining time. The total cooling process from 135 ºF to 41 ºF may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 ºF to 41 ºF within the 6-hour cooling process.
1. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 ºF to 41 ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 41 ºF 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. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record temperatures and corrective actions taken on the Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Temperature Log. The person in charge will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Temperature Logs are to be kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Transporting Food to Remote Sites (Satellite Kitchens)**

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

**Scope:** This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens) or receipt of deliveries.

**Key Words:** Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Keep frozen foods frozen during transportation.
4. Maintain the temperature of refrigerated, time/temperature control for safety foods at 41 ºF or below and cooked foods that are transported hot at 135 ºF or above.
5. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
6. 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 ºF or below and hot food temperatures at 135 ºF or above.

* Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
* Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
1. 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.
1. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Temperature Log. The person in charge at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Temperature Log daily. The person in charge at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)***. The Food Safety Checklist is also kept on file for kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Reheating Time/Temperature Control for Safety Foods

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

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

Key Words:Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety Foods, TCS Foods

Instructions:

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

Monitoring:

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

**Person(s) Responsible for Monitoring (List):**

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year. In addition, the person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)***. The Food Safety Checklist is to be kept on file for a kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Serving Food**

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

**Scope:** This procedure applies to foodservice employees who serve food.

**Key Words:** Cross-Contamination, Service

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Follow the employee health policy. (Employee health policy is not included in this resource. Obtain a sample from the local health department.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Hand Washing SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles facing upward or by other means to prevent contamination.
8. Hold time/temperature control (for safety) foods at the proper temperature. Serve food with clean and sanitized utensils.
9. Date mark and cool time/temperature control (for safety) foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control (for Safety) Foods, and Cooling Time/Temperature Control (for Safety) Foods SOPs.

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will periodically check the storage and use of utensils during service. In addition, the person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)***. The Food Safety Checklist is to be kept on file for a kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

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

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

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

Key Words:Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross Contamination, TCS Foods

Instructions:

1. Train school nutrition employees on using the procedures in this SOP.
2. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
* Labeling food with a calendar date, such as “cut cantaloupe, 2/20/17, 8:00 a.m.,”
* Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
* Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
1. Follow state or local health department requirements.
2. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 ºF or below.
5. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
	* On Monday, 2/27/17, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 2/27/17.”
	* On Tuesday, 2/28/17, the lasagna is frozen with a second label that reads, “Frozen, 2/28/17.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/17 – Tuesday, 2/28/17, only 1 day is counted towards the 7-day time period.
	* On Tuesday 3/7/17, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed, 3/7/17.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

Monitoring:

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

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification and Record Keeping:

The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year. The person in charge will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The person in charge will periodically check the date marking of foods during hours of operation and complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist will be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Preventing Cross-Contamination During Storage and Preparation**

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

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

**Key Words:** Cross-Contamination, Food Preparation, Contamination, Storage, Receiving

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands
5. Separate raw animal foods such as eggs, fish, meat, and poultry from ready-to-eat foods such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods such as eggs, fish, meat, and poultry, from each other except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in the order of cooking temperatures in ascending order, with the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers such as cans, boxes, and jars of visible dirt before opening.
14. Store damaged goods in a separate location.
15. Store all non-edible supplies in a segregated location in the dry storage area.
16. Store all chemicals and cleaning supplies in a location designated for only these items clearly labeled and away from food and food vehicles.
17. Date and label all items with the month and year of receipt.
18. Date and label all sealed/covered leftovers with the actual day, month, year, and number of portions.

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

The person in charge will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The person in charge will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist will be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Washing Fruits and Vegetables**

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

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

**Key Words:** Fruits, Vegetables, Cross-Contamination, Washing

**Instructions:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands using the proper procedure.
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce such as cutting boards, knives, and sinks.
5. Follow manufacturer’s instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
* Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
* Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
1. Wash fresh produce vigorously under cold running water*.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
2. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
3. Remove any damaged or bruised areas.
4. Label, date, and refrigerate fresh-cut items.
5. Serve cut melons within 7 days if held at 41 ºF or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food SOP.

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**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 foodservice employees involved in the cleaning and sanitizing of food contact surfaces.

**Key Words:** Food Contact, Surface, Cleaning, Sanitizing

**Instructions:**

* + - 1. Train foodservice employees on using the procedures in this SOP.
			2. Follow state or local health department requirements.
			3. Follow manufacturer’s instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
			4. Follow the state or local requirements to wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
* Before each use.
* Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
* Between uses when preparing ready­to­eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
* Any time contamination occurs or is suspected.
	+ - 1. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
				* Wash surface with detergent solution.
				* Rinse surface with clean water.
				* Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label.
				* Place wet items in a manner to allow air drying.
			2. If a 3­compartment sink is used, setup and use the sink in the following manner:
* In the first compartment, wash with a clean detergent solution at or above 110 degrees Fahrenheit or at the temperature specified by the detergent manufacturer.
* In the second compartment, rinse with clean water.
* In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer’s label or by immersing in hot water at or above 171 degrees Fahrenheit for 30 seconds.
* Test the chemical sanitizer concentration by using an appropriate test kit.
	+ - 1. If a dish machine is used:
* Check with the dish machine manufacturer to verify that the information on the data plate is correct.
* Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures, Sanitizing solution concentrations, and water pressures, if applicable.
* Follow manufacturer’s instructions for use.
* Ensure that food contact surfaces reach a surface temperature of 160 degrees Fahrenheit or above if using hot water to sanitize.
	+ - 1. Sanitizing Transport Vesicles and Carts
				* Remove any items from vesicles or carts.
				* Wipe surfaces with a clean towel that has been submerged in a detergent solution.
				* Sanitize surfaces using a sanitizing solution mixed at a concentration specified on the manufacturer’s label.
				* Allow vesicles or carts to air dry.

**Monitoring:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3­compartment sink, on a daily basis:
	* Visually monitor that the water in each compartment is clean.
	* Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
	* If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
	* If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.
	* Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, on a daily basis:
	* Visually monitor that the water and the interior parts of the machine are clean and free of debris.
	* Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
	* For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
	* For a chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food contact surface using an appropriate test kit.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food surfaces that have not been sanitized properly.
3. In a 3­compartment sink:
	* Drain and refill compartments periodically and as needed to keep the water clean.
	* Adjust the water temperature by adding hot water until the desired temperature is reached.
	* Add more sanitizer or water as appropriate, until the proper concentration is

achieved.

1. In a dish machine:
	* Drain and refill the machine periodically and as needed to keep the water clean.
	* Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
	* For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3­compartment sink until the machine is repaired or use disposable single service/single use items if a 3­compartment sink is not available.

**Verification and Record Keeping:**

The person in charge will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Temperature Logs. The log will be kept on file for at least 6 months. Person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Preventing Contamination at Food Bars

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

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

Key Words:Contamination, Self-Service, Salad Bars, Food Bars

Instructions:

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

Monitoring:

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

**Person(s) Responsible for Monitoring (List):**

Corrective Action:

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

Verification And Record Keeping:

The school nutrition manager will verify that school nutrition employees are assigned to maintain food bars during all hours of operation. School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food on the Damaged or Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Serving Safe Food to Students with Food Allergies

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

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

**Key Words:** Allergies, Cleaning, Cross contact, Handwashing

**Instructions:**

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
* Check all ingredient labels each time a food is purchased.
* Date each food item when received.
1. Store food items that contain allergens in a separate location from the non-allergenic items.
2. Keep ingredient labels for a minimum of 24 hours after serving the product.
3. Prevent cross contact during food preparation.
* Wash hands before preparing foods.
* Wear single-use gloves.
* Use a clean apron when preparing allergen-free food.
* Wash, rinse, and sanitize all cookware before and after each use.
* Wash, rinse, and sanitize food contact surfaces.
* Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
* Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
* Use a clean, sanitized cutting board when preparing food.
* Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
1. Prevent cross contact during meal service.
* Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
* Use dedicated serving utensils and gloves for allergen-free foods.
* Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
* Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
1. Follow your school’s procedures for identifying students with food allergies.

**Monitoring:**

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

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

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

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Assembling a Body Fluid Cleanup Kit**

**Purpose:** To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

**Scope:** This procedure applies to school nutrition employees involved assembling a body fluid cleanup kit to use for a body fluid cleanup incident.

**Key Words:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

**Instructions:**

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
* Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
* Waterproof container sufficient in size to store personal protective and cleaning equipment
* Personal protective equipment(PPE):
	+ 6-12 pairs of disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
	+ Disposable gown or apron, and shoe covers
	+ Face mask with eye protection, or goggles
* Cleaning supplies:
	+ Sand, or liquid spill absorbent material
	+ Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
	+ Plastic garbage bags and twist-ties
	+ Liquid soap
	+ Disposable paper towels
	+ Disposable mop head
* Disinfecting supplies:
	+ Bucket designated for chemical use
	+ Spray bottle
	+ Household bleach (5.25% concentration, unscented)+
	+ Measuring spoon (tablespoon) and cup (1/2 cup)
	+ Disposable paper towels
	+ Disposable mop head
	+ Plastic garbage bags and twist-ties

+EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at

https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at

https://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1.

1. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:\*
* Place the following supplies into a waterproof container:
	+ Six to twelve (6-12) pairs of disposable, non-latex gloves
	+ One (1) disposable gown or apron
	+ One (1) pair of disposable shoe covers
	+ One (1) face mask with eye protection, or goggles
	+ One (1) package of disposable paper towels
	+ Two (2) disposable mop heads
	+ One (1) disposable flat-edge scoop, or equivalent
	+ Two (2) dry cups of sand, or liquid spill absorbent material
	+ Four (4) Plastic garbage bags and twist-ties
	+ Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP Cleaning and Disinfecting Body Fluid Spills
* Seal the waterproof container with a lid and label with the date.

\*Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.

1. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
2. Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

**Monitoring:**

The school nutrition manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. School nutrition employees are trained to properly use:
* PPE, and
* The Body Fluid Cleanup Kit.

**Person(s) Responsible For Monitoring (List):**

**Corrective Action:**

The school nutrition manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain school nutrition employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate school nutrition employees in how to properly use PPE and the Body Fluid Cleanup Kit.

**Verification and Record Keeping:**

The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit using an Employee Food Safety Training Record. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Cleaning and Disinfecting Body Fluid Spills**

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

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

**Key Words:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

**Instructions:**

1. Contain the affected area
* Discontinue foodservice operations if spill occurred in food preparation or service areas.
	+ Refer to the school district’s Alternate Meal ServiceSOP to safely continue meal service.
* Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
* Send sick staff and students to the school clinic/nurse for assistance.
* Exclude (i.e., send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the school district’s Exclusions and Restrictions for Ill or Infected School Nutrition Employees.
* Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
1. Retrieve the Body Fluid Cleanup Kit.
* Refer to the Food Safety Sample SOP *Assembling a Body Fluid Cleanup Kit.*
1. Put on personal protective equipment (PPE), including:
* Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
	+ Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
* A disposable gown or apron, and disposable shoe covers.
* A face mask with eye protection, or goggles.
1. Remove visible body fluid
* Pour sand, or liquid spill absorbent material, on body fluid spill.
* Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.
* Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
* Remove gloves. Dispose of gloves in a plastic garbage bag.
* Wash hands.
1. Clean the affected area
* Put on new disposable gloves. Consider double gloving.
* Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
* Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
* Remove gloves. Dispose of gloves in a plastic garbage bag.
* Wash hands.
1. Disinfect the affected area
* Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

* Prepare a chlorine bleach disinfecting solution.**\***
	+ Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
	+ Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration)**\*\*** and water. Once opened, household bleaches lose their effectiveness after 30 days. Use anew, unopened bottle of bleach every 30 days for preparing solutions.
	+ Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
	+ Transfer solution to a labelled spray bottle.
* Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
	+ For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
	+ Use in a well-ventilated area.
* Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
* **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another EPA-approved disinfectant is used, follow the manufacturer’s instructions.
* Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
* Allow surfaces to air dry.
* Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
* Remove gloves. Dispose of gloves in a plastic garbage bag.
* Wash hands.

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

\*\*Household bleach products have previously been available in 5.25% and 6% sodium

hypochlorite concentrations. Ensure you are using the correct solution depending on the concentration of bleach you have. Best practice is to use high strength chlorine test strips to ensure a chlorine concentration of 1,000 - 5,000 ppm. Check with your chemical supplier to obtain test strips.

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

* Disinfect with a chemical disinfectant when possible.
* Steam clean for a minimum of 5 minutes at 170 °F.
* Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
* Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
* Remove gloves. Dispose of gloves in a plastic garbage bag.
* Wash hands.
1. Discard potentially contaminated food.
* Put on new disposable gloves. Consider double gloving.
* Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
	+ For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers
	+ Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.
* Remove gloves. Dispose of gloves in a plastic garbage bag.
* Wash hands.
1. Dispose of PPE, and cleaning and disinfecting materials.
* Put on new disposable gloves. Consider double gloving.
* Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
* Place garbage bags in a second garbage bag (double bag).
* Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
* Remove PPE, including disposable gloves, and place in second garbage bag.
* Securely tie the second garbage bag.
* Discard the bag(s) in the disposal area identified by school officials.
* Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
1. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
2. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP *Cleaning and Sanitizing Food Contact Surfaces*.
3. Restock the contents of the Body Fluid Cleanup Kit.
4. Complete an incident report.

**Monitoring:**

The school nutrition manager will:

1. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
2. Ensure that at least one school nutrition employee per shift is:
* Designated and trained to implement this SOP, and
* Trained in the use of the Body Fluid Cleanup Kit.
1. Ensure that school nutrition employees are:
* Educated on illnesses and symptoms that must be reported to managers.
* Monitored for signs and symptoms of illness.

**Person(s) Responsible For Monitoring (List):**

**Corrective Action:**

The school nutrition manager will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated school nutrition employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain/educate school nutrition employees in the school district’s *Exclusions and Restrictions for Ill or Infected School Nutrition Employees*. Restrict or exclude ill school nutrition employees in accordance with SOPs.

**Verification and Record Keeping:**

The school nutrition manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOPs using an *Employee Food Safety Training Record.* The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Communicating During a Foodborne Illness Outbreak**

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

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

**Key Words:** Norovirus, Communication, Training

Instructions:

1. When a suspected foodborne illness outbreak within the school is reported, the school nutrition manager will
	* Work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
		+ Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
	* Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
	* Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
		+ Foodborne illness symptoms and transmission
		+ Required reporting of symptoms and illnesses
		+ Employee exclusion and restriction policies
		+ Handwashing and personal hygiene procedures
		+ No bare hand contact policies
		+ Why and how to use the Body Fluid Cleanup Kit
2. The school nutrition manager will work in cooperation with school administration and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
	* Student communication plans will cover
		+ Foodborne illness symptoms
		+ How foodborne illness is spread
		+ Handwashing for prevention
		+ Staying home when sick
		+ Responding when the student or classmate becomes sick
	* Parent and media communication plans will cover
		+ Foodborne illness symptoms
		+ How foodborne illness is spread
		+ Handwashing for prevention
		+ Caring for an ill family member
		+ When ill students should be kept out of school and when recovering students can return to school
3. All school nutrition employees will adhere to school and media communication policies.

**Monitoring:**

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

**Person(s) Responsible For Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

Employee training records will be kept on file for a minimum of one (1) year. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Communicating Norovirus Prevention Methods**

**Purpose:** To reinforce methods of preventing norovirus by communicating with staff.

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

**Key Words:** Norovirus, Communication, Training

Instructions:

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

* + School nutrition employee communication will reinforce
		- Norovirus symptoms
		- How norovirus is spread
		- Handwashing and personal hygiene procedures
		- No bare hand contact policies
		- Required reporting of symptoms and illnesses
		- Employee exclusion and restriction policies
		- Why and how to use the Body Fluid Cleanup Kit

**Monitoring:**

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

**Person(s) Responsible For Monitoring (List):**

**Corrective Action:**

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

**Verification and Record Keeping:**

Employee training records will be kept on file for a minimum of one (1) year. The person in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly).*** The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

Handling a Food Recall

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

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

Key Words: Food Recalls

Instructions:

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

**Monitoring:**

Foodservice employees and the person in charge will visually observe that school sites have segregated and secured all recalled products.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

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

Verification and Record Keeping

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded. The person in charge will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating any documentation.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Time as a Public Health Control**

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

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

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

**Instructions:**

* + 1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
		2. Follow state or local health department requirements.
		3. Follow state or local health department requirements for holding foods for a specific amount of time:
	1. Four Hours
		+ Hold hot foods at 135 ºF or above
		+ Hold cold foods at 41 ºF or below
	2. Six Hours
		+ Hold cold food at 41 ºF or less
		+ Food cannot exceed 70 ºF
		1. Establish procedures to mark containers with either the time food was removed from temperature control or the time at which the foods must be served or discarded.
		2. Establish a specific list of foods that will be held using time as a public health control (TPHC).

**Monitoring:**

1. Use a clean, sanitized, and calibrated thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product at the thickest part and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. Time/temperature control (for safety) foods can be held up to 4 hours if:
* Initial temperature of 41 ºF or below, OR initial temperature of 135 ºF or above.
* Document the initial time and temperature.
* Food is marked or otherwise identified to indicate the time that is 4 hours past the point in time that the food was removed from temperature control.
* Food is served or discarded within 4 hours.
1. Time/temperature control (for safety) foods can be held up to 6 hours if:
* Initial temperature of 41 ºF or below.
* Food shall be monitored to ensure the temperature does not exceed 70 ºF.
* Food is marked or otherwise identified to indicate the time is 6 hours past the point in time that the food was removed from temperature control.
* Food is served or discarded within 6 hours.
1. For hot foods held for service:
2. Verify that the air/water temperature of any unit is at 135 ºF or above before use.
3. Reheat foods in accordance with the Reheating for Hot Holding SOP.
4. All hot time/temperature control (for safety) foods should be 135 ºF or above before placing the food out for display or service.
5. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

**Person(s) Responsible for Monitoring (List):**

**Corrective Action:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Maintain written procedures:
3. Contains a list of all TCS foods that will be held using time
4. Verify that foods held under time control have an initial temperature of:
* 41 ºF or below or 135 ºF or above for 4 hour TPHC
* 41 ºF or below and monitored to ensure the temperature does not exceed 70 ºF for 6 hours
1. Maintain procedures to mark containers with either the time food was removed from temperature control or the time at which the foods must be served or discarded.
2. Serve or discard food within the designated hours once removed from temperature.
3. Ensure any food in unmarked or improperly marked containers or packages is discarded.
4. Ensure any food in used containers or packages after 4 or 6 hours is discarded.
5. Repair or reset holding equipment before returning the food to the unit, if applicable.
6. Discard food if it cannot be determined how long the food was above 41 ºF.

**Verification and Record Keeping:**

Foodservice employees will record times that food items are served and document corrective actions taken on the Temperature Log. A designated foodservice employee will monitor the amount of time that food items are out for service and record time of food items after 4 hours. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Temperature Logs. The person in charge will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 6 months. Theperson in charge will complete the Food Safety Checklist ***(insert frequency; e.g. monthly, quarterly)*** to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the current year.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**COVID-19 and other Viral Pandemic Response**

**Purpose:** To prepare for viral pandemic incidents involving in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Seamless Summer Option (SSO) feeding.

**Scope:** This standard operating procedure should be implemented to safely and properly respond to pandemic incidents and school closures. While its use is not mandatory, this may be used in district and school nutrition planning and should be tailored to fit the needs of the school, school district, and school nutrition program.

**Key Words:** Cleaning, Cold-Holding, Communication, Contact, Contamination, Cooling, Delivering, Emergency Response, Food Contact, Handwashing, Holding, Hot-Holding, Infectious, Pandemic, Personal Hygiene, Reheating, Sanitizing, School Closures, Service, Social Distancing, Storage, Surface, Temperatures, Transporting, Virus

**General Information:**

Please visit the Center for Disease Control’s (CDC) COVID-19 website for information on the virus, how it is spread, and best practices for mitigation - https://bit.ly/3eqwFJQ.

When infection spreads rapidly in people across a very large region, it is considered a pandemic. Preventative measures may be taken on global, national, state, and local levels to protect public health and safety.

**Instructions:**

1. Defer to federal, state, and local agency protocol and guidance during crisis situations.
2. Determine meal service methods and implement and communicate food safety rules as they apply to the determined meal service style.
3. Implement social distancing practices and avoid direct contact with individuals.
	1. Use spacing strategies to create a six-foot distance between people.
	2. Consider altering the staffing schedules and physical workspace to accommodate distancing. This could involve limiting the amount of staff at each site. It could involve innovative meal delivery systems and schedules when providing meals to children to stagger gatherings for meal pickup.
	3. Allow only program staff, custodial staff, and approved volunteers to enter program areas to accommodate distancing.
	4. Limit social interactions to speed up service and minimize contact time.
	5. Meals for curb-side pick-up should be placed on a table or placed in the trunk of the vehicle to minimize person-to-person contact.
	6. Meals served on-site should be placed on a counter or tray line for quick pick up.
	7. Discontinue use of share table options temporarily.
	8. Avoid hugs, handshakes, high fives, etc.
	9. Install plexiglass barriers at the point of sale.
	10. Ensure staff is wearing appropriate Personal Protective Equipment (PPE) as outlined in school policy.
		1. Wear a face covering to help protect others in case you’re infected but don’t have symptoms. Keep the covering on your face the entire time you’re in public. For more guidance on cloth face coverings, visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
		2. Consider requiring facemasks be worn by all staff and visitors.
	11. Apply the “no bare hand contact” rule. Wear single-use food gloves when handling ready-to-eat foods. As a best practice, wear single-use gloves when handling or delivering all foods.
4. Monitor employee health and hygiene.
	1. Exclude nutrition program employees with symptoms of viral infection, including but not limited to fever, coughs associated with a respiratory condition, vomiting and/or diarrhea. Refer to state, county, and local health department guidance for actions to take to allow the staff member to return to work.
	2. Cross-train program staff to perform essential activities in the event of key absences or emergency situations.
	3. Comply with all policies for reporting notifiable illnesses to administrative personnel and/or public health departments.
	4. Document food safety training provided to newly hired staff and volunteers. Reinforce food safe practices for all program personnel and volunteers.
	5. Plan for proper hand hygiene for the type of service planned. For remote sites with no working sink, provide hand hygiene capabilities using a portable handwashing station. A portable handwashing station can be set up using a thermal container, soap, paper towels, and a discard bucket.
	6. Reinforce and closely monitor personal hygiene practices.
		1. Wash hands properly and frequently. Refer to the Hand Washing SOP.
		2. Apply the “no bare hand contact” rule. Wear single-use food gloves when handling ready-to-eat foods. As a best practice, wear single-use gloves when handling or delivering all foods.
	7. As a best practice, wear a disposable apron when handling or delivering foods.
	8. Refer to the Personal Hygiene SOP to reinforce hygienic activities.
	9. Avoid touching eyes, nose, or mouth.
	10. Follow appropriate coughing and sneezing etiquette. Cough or sneeze using a disposable tissue or elbow, followed by proper handwashing at all times.
	11. Wear a face covering to help protect others in case you’re infected but don’t have symptoms. Keep the covering on your face the entire time you’re in public. For more guidance on cloth face coverings, visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
5. Enact routine cleaning and sanitizing procedures.
	1. Routinely clean and disinfect high-touch nonfood-contact surfaces such as door handles, light switches, phones, keyboards, tray slides, etc.
	2. Use properly diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and/or EPA-registered disinfectants.
		1. Disinfecting solutions can be transferred to the spray bottle for easier application to areas that need to be disinfected.
	3. Allow the disinfectant to remain in contact with the surface for the appropriate amount of time. Follow manufacturer’s instructions for contact time**.**
	4. Diluted household bleach disinfecting solutions can be used if appropriate for the surface. Prepare by mixing 1/3 cup bleach per gallon of warm water, wearing glove and eye protections and mixing in a well-ventilated area. Contact time for a chlorine bleach solution is about 5 minutes.
	5. Clean and sanitize food contact surfaces before and after each use. See the Cleaning and Sanitizing Food Contact Surfaces SOP.
	6. Handle program wastes properly.
		1. Consider potential need for extra dumpster for all disposable utensils and PPE.
6. Communicate safety measures with state and local partners, staff, students and families.
	1. As part of overall emergency preparedness, maintain an updated contact list of key partners at the state and local levels.
	2. Keep staff, customers, and other stakeholders informed with current and reliable information.
	3. Work in cooperation with school administration and media to communicate importance of preventative measures at various meal pickup sites.
	4. Keep a staff phone list on hand in order to communicate any immediate needs or adjustments as new recommendations are put in place.
7. Seek available waivers that allow for meal flexibilities.
8. Ensure safe storage, transport and serving of meals.
	1. Revise delivery schedules and locations, and ensure appropriate receiving procedures are in place.
	2. Maintain sufficient quantities of:
		1. Single-use gloves in several sizes
		2. Disposable service ware suitable for unconventional delivery systems
	3. Meals provided to children must be ready-to-eat.
		1. Frozen food items in packaging marked “fully cooked” may meet this definition, but may only be served if accompanied by the manufacturer’s preparation instructions and clear instructions that the food must be consumed or refrigerated within two hours.
	4. Potentially hazardous foods must be held at proper temperatures or have time controls applied when serving reimbursable meals in unconventional ways.
		1. Refer to the SOP, “Time as a Public Health Control”, for more information on using time as the control measure instead of temperature to limit bacteria growth in potentially hazardous foods.
			1. If Time as a Public Health Control is used for a cold potentially hazardous food, the food shall have an initial temperature of 41ºF or less when removed from cold holding. The food must be served to the customer or discarded within 4 hours.
			2. If Time as a Public Health Control is used for a hot potentially hazardous food, the food shall be cooked to a proper internal temperature and have an internal temperature of 135ºF or greater when removed from hot holding. The food must be served to the customer or discarded within 4 hours.
		2. **Do not assume households have the means to properly cool food.**
		3. Label items packaged on site and made available for self-service with appropriate ingredient information to protect the health and safety of children who experience food allergies.
		4. As a best practice, communicate appropriate food safety actions for customer handling of menu items.
		5. For example, milk served as part of a reimbursable meal should be held cold until time of service or delivery and include instructions for consuming the milk within two hours. Milk or cold items designated for another day, should include instructions for storing the milk under refrigeration in the household. A label template is provided here:

Keep Foods Safe – Multiple Day Service

Hot foods should be kept hot. Consume hot foods within 2 hours.

Cold foods should be kept cold. Consume or refrigerate cold foods within 2 hours.

Foods for other days should be stored in the refrigerator until eaten or re-heated.

Keep Foods Safe – Same Day Service

Hot foods should be kept hot. Consume hot foods within 2 hours.

Cold foods should be kept cold. Consume or refrigerate cold foods within 2 hours.

Discard leftover foods within 2 days.

* 1. Refer to the following SOPs for additional guidance:
		1. Storage
		2. Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods
		3. Cooling Time/Temperature Control for Safety (TCS) Foods
		4. Transporting Food to Remote Sites
		5. Serving Food

**Monitoring:**

 A supervisor will ensure that at least one on-duty staff person is designated to implement this SOP during a viral pandemic incident.

A supervisor will exclude nutrition program employees in accordance with state health directives.

**Person(s) Responsible for Monitoring (List):**

School Nutrition Supervisor

Cafeteria Manager

**Corrective Action:**

A supervisor or other designated employee will retrain and/or provide proper direction to staff and volunteers in application of this SOP during a viral pandemic incident.

**Verification and Record Keeping:**

The supervisor or other designated employee will review this SOP annually and include it as part of the site’s Food Safety and/or Emergency Preparedness Plan.

**Person(s) Responsible for Verification and Record Keeping (List):**

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes for Revision:**

**SOP Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Trained (All Staff Sign):**

**Monitoring for Critical Control Points

Monitoring Responsibilities**

**Person in Charge Responsibilities:**

* Ensuring assigned food service staff or volunteers are properly monitoring critical control points (CCPs) at the required frequency and are completing documentation requirements.
* Monitoring implementation of standard operating procedures (SOPs) and recommending revisions.

**Food Service Staff/Volunteers Responsibilities:**

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

**Corrective Actions for Critical Control Points**

**Corrective Action Responsibilities**

**Determining Corrective Actions:**

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

**Training:**

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

**Documenting Corrective Actions:**

* Food service staff/volunteers will be responsible for documenting any corrective actions taken. Critical control points are of special concern.

**Summary of Corrective Actions for Critical Control Points**

|  |  |  |
| --- | --- | --- |
| **Critical Control Point (CCPs)** | **General Situation** | **Appropriate Corrective Actions** |
| Hot Holding | If hot food being held is not at 135o F or above when delivered to site… | **If time is used as a control:**Maintain records that show the time and the temperature of the food when it was removed from temperature control. Document on invoice, packing slip, or temperature log as specified by SOP.Record the time the item was discarded (Must be within 4 hours for hot food and 6 hours for cold food)**If the thermometer is incorrect:**For thermometers that can be re-calibrated:* Calibrate the thermometer and retest product.
* Establish a SOP for calibrating thermometers.
* Train employees/volunteers to calibrate thermometers.

For thermometers that cannot be re-calibrated:* + Discard inaccurate thermometer.
	+ Retest with accurate thermometer.

**If time is not used as a control and the thermometer is calibrated:*** Contact the school or vendor that delivered the meals to provide replacement product that is at the appropriate temperature.
* When the hot holding equipment appears not to be working properly, complete a work order or notify the person in charge.
 |
| Cold Holding | If cold food being held is found to be above 41oF … | **If time is used as a control:**Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the cold holding unit. Discard any product that was not served within hours.**If the thermometer is incorrect:**For thermometers that can be re-calibrated:* Calibrate the thermometer and retest product.
* Establish a SOP for calibrating thermometers.
* Train employees/volunteers to calibrate thermometers.

For thermometers that cannot be re-calibrated:* + Discard inaccurate thermometer.
	+ Retest with accurate thermometer.

**If time is not used as a control and the thermometer is calibrated:*** Chill the cold food to 41oF or below and then hold below 41oF if there is refrigeration equipment at the serving site.
* Return items that are not at appropriate temperatures according to the SOP for receiving food product. Note the action taken on the temperature log, invoice, or packing slip.
* If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer’s representative and notify person in charge.
 |

**Recordkeeping**

**Recordkeeping Procedure:**

* Appropriate forms/logs will be selected and adapted for use at school site.
* All forms/logs will be kept in a designated area in food service, unless otherwise specified on school site’s SOP.
* All forms/logs will be replaced as needed and replacement forms are provided.
* All completed forms will be maintained in a central location.

**Employee/Volunteer Training:**

* The person in charge or supervisor is responsible for informing/training all food service personnel/volunteers on the use and importance of food safety plan.

**Maintenance of Records:**

* All monitoring records will be maintained for 3 years plus the current school year.
* Temperature logs will be maintained at least 6 months.

**Temperature Records**

Receiving

Holding

Reheat/Cooking

Cooling

Refrigeration/Equipment

Dish Machine Temperature Log

 Dry Storage

Thermometer Calibration Log

**Employee Training Records**

Food Safety Training Plan, Record and Sign in Sheets

**Corrective Action Records**

As necessary

Food Safety Checklist

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

Directions: Use this checklist ***(insert frequency; e.g. monthly, quarterly)***. Determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference**.**

# Personal Hygiene Yes No Corrective Action

* Employees wear clean and proper uniforms including shoes. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Effective hair restraints are properly worn. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fingernails are short, unpolished, and clean (no artificial nails). □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Jewelry is limited to a plain ring, such as a wedding band, watch,

 and no bracelets. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Hands are washed properly, frequently, and at the appropriate times. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Burns, wounds, sores or scabs, splints, and water-proof bandages

 on hands are bandaged and completely covered with a foodservice

 glove while handling food. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Eating, drinking, chewing gum, smoking, or using tobacco are

 allowed only in designated areas away from preparation, service,

 storage, and equipment washing areas. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Employees use disposable tissues when coughing or sneezing and

 then immediately wash hands. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Employees appear in good health. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Hand sinks are unobstructed, operational, and clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Hand sinks are stocked with soap, disposable towels, and warm water. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ A hand washing reminder sign is posted. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Employee restrooms are operational and clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Preparation Yes No Corrective Action**

* All food stored or prepared in facility is from approved sources. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food equipment utensils, and food contact surfaces are properly

 washed, rinsed, and sanitized before every use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Frozen food is thawed under refrigeration, cooked to proper

 temperature from frozen state, or in cold running water. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Thawed food is not refrozen. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Preparation is planned so ingredients are kept out of the temperature

 danger zone to the extent possible. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Food is tasted using the proper procedure. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Procedures are in place to prevent cross-contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is handled with suitable utensils, such as single use gloves or

 tongs. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Food is prepared in small batches to limit the time it is in the

 temperature danger zone. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Clean reusable towels are used only for sanitizing equipment and

 surfaces and not for drying hands, utensils, or floor. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Food is cooked to the required safe internal temperature for the

 appropriate time. The temperature is tested with a calibrated food

 thermometer. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The internal temperature of food being cooked is monitored and

 documented. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hot Holding Yes No Corrective Action**

* + Hot holding unit is clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Food is heated to the required safe internal temperature before

 placing in hot holding. Hot holding units are not used to reheat

 time/temperature control for safety foods. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Hot holding unit is pre-heated before hot food is placed in unit. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperature of hot food being held is at or above 135 ºF. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is protected from contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cold Holding Yes No Corrective Action**

* Refrigerators are kept clean and organized. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperature of cold food being held is at or below 41 ºF. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is protected from contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Refrigerator, Freezer, and Milk Cooler Yes No Corrective Action**

* Thermometers are available and accurate. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperature is appropriate for pieces of equipment. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is stored 6 inches off floor or in walk-in cooling equipment. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Refrigerator and freezer units are clean and neat. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Proper chilling procedures are used. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* All food is properly wrapped, labeled, and dated. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The FIFO (First In, First Out) method of inventory management is

 used. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Ambient air temperature of all refrigerators and freezers is monitored

 and documented at the beginning and end of each shift. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Storage and Dry Storage Yes No Corrective Action**

* Temperatures of dry storage area is between 50 ºF and 70 ºF or

 state public health department requirement. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* All food and paper supplies are stored 6 to 8 inches off the floor. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* All food is labeled with name and received date. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Open bags of food are stored in containers with tight fitting lids and

 labeled with common name. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The FIFO (First In, First Out) method of inventory management is

 used. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* There are no bulging or leaking canned goods. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is protected from contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* All food surfaces are clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chemicals are clearly labeled and stored away from food and food-

 related supplies. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* There is a regular cleaning schedule for food contact surfaces. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is stored in original container or a food grade container. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cleaning and Sanitizing Yes No Corrective Action**

* Three-compartment sink is properly set up for equipment washing. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dish machine is working properly (such as gauges and chemicals are at

 recommended levels). □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Water is clean and free of grease and food particles. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Water temperatures are correct for wash and rinse. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If heat sanitizing, the utensils are allowed to remain immersed in

171 ºF water for 30 seconds. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If using a chemical sanitizer, it is mixed correctly and a sanitizerstrip

 is used to test chemical concentration. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Smallware and utensils are allowed to air dry. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Wiping cloths are stored in sanitizing solution while in use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Utensils and Equipment Yes No Corrective Action**

* All small equipment and utensils, including cutting boards and

 knives, are cleaned and sanitized between uses. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Small equipment and utensils are washed, sanitized, and air-dried. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Work surfaces and utensils are clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Work surfaces are cleaned and sanitized between uses. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thermometers are cleaned and sanitized after each use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thermometers are calibrated on a routine basis. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Can opener is clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drawers and racks are clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Clean utensils are handled in a manner to prevent contamination of

 areas that will be in direct contact with food or a person’s mouth. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Large Equipment Yes No Corrective Action**

* Food slicer is clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food slicer is broken down, cleaned, and sanitized before and

 after every use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Exhaust hood and filters are clean. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Garbage Storage and Disposal Yes No Corrective Action**

* Kitchen garbage cans are clean and kept covered. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Garbage cans are emptied as necessary, but at least daily. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Boxes and containers are removed from site. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Loading dock and area around dumpster are clean and odor-free. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dumpsters are clean and have tight-fitting lids. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pest Control Yes No Corrective Action**

* Outside doors have screens, are well-sealed, and are equipped with

 a self-closingdevice. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* No evidence of pests is present. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* There is a regular schedule of pest control by a licensed pest control

operator. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Glossary**

Bacteria: Living single-celled organisms. They can be carried by water, wind, insects, plants, animals, and people. Bacteria survive well on skin, clothes, and human hair. They also thrive in scabs, scars, the mouth, nose, throat, intestines, and room-temperature foods.

**Biological hazards**: Refers to the danger of food contamination by disease-causing microorganisms (bacteria, viruses, parasites, or fungi) and their toxins or by certain plants and fish that carry natural toxins.

**Chemical Hazards**: Refers to a hazard that occurs when a harmful chemical gets into a food that is then eaten by a person.

**Cold Holding Foods**: The FDA Food Code requires that all cold foods be maintained at 41 °F or below.

**Contamination**: Harmful bacteria or items entering a food and requiring the food item to be disposed of; the unintended presence of potentially harmful substances including microorganisms in food.

**Control Measure:** Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard.

**Cooling**: The process of quickly reducing the temperature of cooked foods for storage. Foods must be reduced in temperature as quickly as possible. The *FDA Food Code* requires that foods be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours.

**Corrective Action:** Activity that is taken by a person whenever a critical limit is not met.

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

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

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

**Danger Zone:** The temperature range between 41° F and 135° F that promotes rapid growth of pathogenic microorganisms.

**End-point Cooking Temperature**: The internal temperature point at which a food item is finished cooking.

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

**Food Contact Surface**: Any surfaces that may come in contact with food during the prep, serving, holding, and cooking process. Any equipment or utensil that normally comes into contact with food or that may drain, drip, or splash on food or on surfaces normally in contact with food. Examples: cutting boards, knives, sponges, countertops, and colanders.

Fungi: A group of microorganisms that include molds and yeasts.

**Analysis and Critical Control Point (HACCP):** A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food.

**Holding Foods:** Refers tomaintaining proper temperature of hot and cold foods to help ensure that a food item is safe to eat.

**Hot Holding:** The temperatures that foods are held safely after cooking. The *FDA Food Code* requires that all hot foods be maintained at 135 °F or above.

**Internal Temperature**: The temperature recorded in the center of a food item.

**Microorganism:** A form of life that can be seen only under a microscope including bacteria, viruses, fungi, parasites, yeast, and single-cell entities.

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

Outbreak: An incident in which two or more people experience the same illness after eating the same food.

Pathogen: A microorganism that is infectious and causes disease.

**Personal Hygiene:** Individual cleanliness and habits.

**Physical Hazard**: Refers to a hazard that occurs when foreign object gets into food accidentally. Physical contaminants include dirt, hair, nail polish flakes, insects, broken glass, nails, staples, plastic fragments, bones, or bits of packaging.

**Preparation**: The act or process of preparing food or a service area.

**Process Approach to HACCP:** A method of categorizing food operations into one of three categories described below:

* + **Process 1:** Food preparation with no cook step – ready-to-eat food is

received, stored, prepared, held and served.

* + **Process 2:** Food preparation for same day service – food is

received, stored, prepared, cooked/re-heated (commercially processed food

products) held and served.

* + **Process 3:** Complex food preparation. Food is received, stored, prepared, cooked, held/served, cooled, and re-heated. Food travels through the temperature danger zone more than two times.

**Ready-to-Eat Food:** Food in an edible form that does not require washing, cooking, or additional preparation in the food service operation. This includes foods that either does not need to be cooked, or foods that have already been cooked and are ready for service.

**Receiving**: The delivery of food items or other non-food products.

**Recordkeeping:** Documenting monitoring activities.

**Reheating**: The rapid increase of temperature of all leftover foods to 165°F for 15seconds within 2 hours.

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

**Sanitizing**: The act of making a service sanitary by cleaning or disinfecting.

**Safety Data Sheets (SDS)**: Formerly MSDA Sheets, provide an overview of product composition, health, and flammability information along with storage, spill, and over-exposure guidelines.

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

**Storage**: Areas where food is held when it is not being used. Pantries, freezers, and refrigerators are examples of storage areas.

**Transporting**: Transport cold foods cold at 41°F or below and hot foods hot at 135°F or above.

**Time/Temperature Control for Safety (TCS):** A food that is natural or synthetic and requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms.

Virus: A protein-wrapped genetic material. The smallest and simplest life form known. Example: Norovirus, hepatitis A.

**Prototype Forms**

**Receiving Temperature Log**

**(Receipt of prepared hot foods from the food service management company)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product** | **Start Time** | **Temperature** | **Corrective****Action** | **Initials** | **Verified/Date** |
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**Vendor Receiving Log (Receipt of product from vendor)**

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Product** | **Temperature** | **Corrective Action****Taken** | **Initials** | **PIC Initials/Date** |
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**Receiving Log (Receipt of product from more than one vendor)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Vendor** | **Product** | **Temperature** | **Corrective Action****Taken** | **Initials** | **PIC Initials/Date** |
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**Thermometer Calibration Log**

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| **Thermometer****Being Calibrated** | **Temperature****Reading** | **Corrective Action** | **Initials** | **PIC****Initials/Date** |
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Food service employees will record information on this form, as needed each day. The person in charge will verify that the employees are taking the required temperatures and recording them in the proper way. The completed log will be filed with the production control record for that date. This log will be maintained for a minimum of 6 months.

**Storage Temperature Logs**

**School**: **Date:**

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| --- | --- | --- |
| **Dry Storage Area**Time/Temperature | **Freezers**Time/External Temperature/Internal Temperature | **Refrigerators/Milk Coolers**Time/External Temperature/Internal Temperature |
| A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
|  |  | #1 |  | #1 |  |
|  |  | #2 |  | #2 |  |
|  |  | #3 |  | #3 |  |
|  |  | #4 |  | #4 |  |

**Production Temperature Logs**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Start Time** | **Temp 1** | **Temp 2** | **Amount Prepared** | **Corrective** **Action** | **End** **Time** | **Initials** | **Date Verified** |
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| **Corrective Actions:** CC (continue cooking), RR (reheat rule), D (discard), R (refrigerate), F (freeze), O (other) |

**Dish Machine Temperature Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Temperature** | **Sanitizer Concentration\*****(in ppm)** | **Corrective Action****Taken** | **Initials** | **PIC Initials/ Date** |
| **Wash Temperature** | **Rinse Temperature** | **Final Rinse/ Sanitizing Temperature\*** |
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* Depends on sanitizing method(s) being used. Both may be documented.

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| **Cooking and Reheating Temperature Log****Instructions:** Record product name, time, the two temperatures, and any corrective action taken on this form. The school nutrition manager will verify that school nutrition employees have taken the required cooking temperatures by visually monitoring school nutrition employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.  |
| **Date and Time** | **Food Item** | **Internal Temperature** | **Internal Temperature**  | **Corrective Action Taken** | **Initials** | **Verified By/ Date** |
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| **Cooling Temperature Log****Instructions:** Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. If no foods are cooled on any working day, indicate “No Foods Cooled” in the Food Item column. The school nutrition manager will verify that the school nutrition staff is cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.  |
| **Date** | **Food Item** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Corrective Actions Taken** | **Initials** | **Verified By/ Date** |
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**Cooling & Holding Temperature Log**

**Production Temperature Logs**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Time/****Temp** | **Corrective****Action** | **Initials** | **Date Verified** |
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**Corrective Actions:** RR (reheat rule), D (discard), R (refrigerate), F (freeze), O (other)

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| **Damaged or Discarded Product Log****Instructions:** School nutrition employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The school nutrition manager will verify that school nutrition employees are discarding damaged food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.  |
| **Date** | **Time** | **Vendor****or School** | **Product Name** | **Temperature** | **Corrective Action Taken** | **Initials/Date** | **Manager Initials/Date** |
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| **Food Contact Surfaces Cleaning and Sanitizing Log****Instructions:** Record time, temperatures/sanitizer concentration, as appropriate and any corrective action taken on this form. The school nutrition manager will verify that food workers have taken the required information by visually monitoring school nutrition employees and preparation procedures during the shift and by reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year. |
| **Date and Time** | **Wash****Temperature** | **Rinse Temperature** | **Final Rinse (Sanitization) Temperature** | **Heat Sensitive Tape****(place here)** | **Sanitizer Concentration****(in ppm)** | **Corrective Action** | **Employee Initials** | **Verified By/Date** |
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| **Hot and Cold Holding Temperature Log****Instructions**: A designated school nutrition employee will record the food item, date, time, temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.  |
| **Food Item** | **Date** | **Time/ Holding Temp** | **Time/ Holding Temp** | **Time/ Holding Temp**  | **Corrective Action** | **Food Worker Initials** | **Manager Initials/ Date** |
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| **Refrigeration Log****Instructions**: A designated school nutrition employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.  |
| **Location/****Unit Description** | **Date** | **Time** | **Temperature** | **Corrective Action** | **Food Worker Initials** | **Manager Initials/ Date** |
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**Resources**

1. Institute of Child Nutrition. *Food Safety in Schools Participant’s workbook (formerly known as Serving It Safe, 4th Edition).* University, MS: Author. <http://www.nfsmi.org/ResourceOverview.aspx?ID=327>
2. National Food Service Management Institute. Standard Operating Procedures, <http://sop.nfsmi.org/sop_list.php>
3. USDA, FSIS Educational Campaigns, <http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/teach-others/fsis-educational-campaigns>
4. FoodSafety.gov, Federal Food Safety Information, <http://www.foodsafety.gov/>
5. Food and Drug Administration, Guidance & Regulation, and Current TN Food Code, <http://www.fda.gov/Food/GuidanceRegulation/default.htm>
6. Partnership for Food Safety Education, <http://www.fightbac.org/>
7. USDA, Recalls and Public Health Alerts, <http://www.fsis.usda.gov/wps/portal/fsis/topics/recalls-and-public-health-alerts>
8. USDA, School Nutrition Environment and Wellness Resources, <http://healthymeals.nal.usda.gov/school-wellness-resources-2>
9. 9. USDA, Guidelines on Developing a School Food Safety Program.

[http://www.fns.usda.gov/sites/default/files/Food\_Safety\_HACCPGuidance.pdf](http://www.fns.usda.gov/sites/default/files/Food_Safety_HACCPGuidance.pdf%20)