Hazard Analysis and Critical Control Point (HACCP) Based Food Safety Plan For Tennessee Department of Children's Services Division of Juvenile Justice Youth Development Centers

First Implemented June 2006
First Review and Revision June 2006
Second Revision June 27, 2007
Third Revision March 19, 2008

Program Overview and Facility Description

This program was developed in June 2006 for the Department of Children's Services Youth Development Centers. The program follows the USDA Guidance For School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles. All standards in this food safety program are based on the rules of the Tennessee Department of Health, Division of General Environmental Health – Chapter 1200-23-1 Food Service Establishment.

Average Daily Participation at _____YDC

Breakfasts ____Meals
Lunches ____Meals

School Foodservice Staff

Manager
___ Staff

Kitchen Equipment

Third Revision implementation
Manager's
signature:_____Date:_____

OPERATING PROCEDURES

Foodservice staff will be made aware of all food service and safety procedures during initial and in ongoing training.
Procedures for the DCS Youth Development Centers are listed below.

Food Service Area

- Employee Training
- Washing Hands
- Calibrating Thermometers
- Use of Thermometers
- Calibration of Thermometer Illustration
- Preventing Cross-Contamination During Storage and Preparation
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Employee Health and Personal Hygiene
- Storing and Using Caustic or Toxic Chemicals
- Handling a Food Recall
- Responding to a Concern of Food Borne Illness
- Responding to a Physical Hazard Complaint
- Visitors in the Kitchen

Receiving

- Receiving Deliveries

Storing

- Storage
- Segregating Damaged Goods

Cleaning

- Cleaning and Sanitizing Food Contact Surfaces

Cooking

- Cooking Potentially Hazardous Foods

Cooling

- Cooling Potentially Hazardous Foods

Reheating

- Reheating Potentially Hazardous Foods

Preparation

- Thawing Foods
- Controlling Time and Temperature During Preparation
- Washing Fruits and Vegetables
- Sack Lunches

Serving

- Preventing Contamination at Food Bars
- Serving Food

Holding

- Dating Ready-to-Eat, Potentially Hazardous Food
- Holding Hot and Cold Potentially Hazardous Foods

Employee Training

PURPOSE: To minimize the risk of foodborne illness or injury by training all foodservice employees on food safety procedures. Classes will be held annually at TCA for food service stewards, and every 5 years food service staff will be required to attend Food Safety training.

SCOPE: This procedure applies to all foodservice employees.

KEY WORDS: Training, Standard Operating Procedures (SOPs), Right-to-Know, Material Safety Data Sheets (MSDS)

INSTRUCTIONS:

1. All foodservice employees must:
   - Complete Right-to-Know training in accordance with DCS policy 29.9 Occupational Safety in Youth Development Center and DCS Group Homes.
   - Meet with foodservice manager to receive training on food safety procedures and DCS food service policies.
   - Review Policies and procedures.
   - Ask questions of supervisor if policy or procedure is not clear.
2. The foodservice manager will:
   - Schedule time for the training sessions.
   - Inform employees of the purpose and time of each session.
   - Explain the purpose of each policy and procedure.
   - Discuss the details of each procedure. Refer to the YDCs HACCP Based Food Safety Plan Manual as necessary. If employees have questions, note and follow up, if appropriate.
   - After reviewing all procedures, manager should request employees to sign the DCS Training Roster CS-0598 to indicate understanding and agreement.
   - Remind employees of the location of a copy of the YDCs HACCP Based Food Safety Plan Manual. This manual can be used as a reference, if questions or concerns occur later.
   - Emphasize again the priority of food safety and the involvement of every staff member.

MONITORING:

The Facility Training Officer will review the training records to see that all foodservice employees have been trained in DCS policy and procedures.

CORRECTIVE ACTION:

Train any foodservice employee who has not been trained on all DCS and in-house food service policy and procedures.

VERIFICATION AND RECORD KEEPING:
Each foodservice employee will sign the DCS Training Roster CS-0598 to indicate understanding and agreement with policy and procedure. The DCS Training Session Roster is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
   - After using the toilet (NOTE: Hands will be washed twice after using the toilet – once in the restroom area and again on return to the work area.)
   - Before starting work
   - During food preparation
   - When moving from one food preparation area to another
   - Before putting on or changing gloves
   - After sneezing, coughing, or using a handkerchief or tissue
   - After touching hair, face, or body
   - After smoking, eating, drinking, or chewing gum or tobacco
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time the hands may become contaminated
8. Follow proper handwashing 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.
- 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. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will complete the Food Service Inspection Report -YDC CS-0775 to indicate that monitoring is being conducted as specified. The Report is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Calibrating Thermometers

PURPOSE: To prevent foodborne illness by ensuring that thermometers used are correctly calibrated for accuracy.

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

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Regulations.
3. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.

   To use ice-point method:
   - Insert the thermometer probe into a cup of crushed ice.
   - Add enough cold water to remove any air pockets that might remain.
   - Allow the temperature reading to stabilize before reading temperature.
   - Temperature measurement should be 32 ºF ($\pm$ 2 ºF) [or 0 ºC ($\pm$ 1 ºC)]. If not, adjust according to manufacturer's instructions.

MONITORING:

Foodservice employees will check the accuracy of the food thermometers weekly, or more frequently:

- If dropped
- If used to measure extreme temperatures, such as in an oven
- Whenever accuracy is in question

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record any corrective action taken on the Food Service Inspection Report – YDC CS-0775 each week a thermometer is calibrated. The foodservice manager will verify that foodservice employees are

calibrating thermometers properly by making visual observations of the employees during the calibration process. The Food Service Inspection Report – YDC CS-0775 will be kept on file a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE

Use of 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, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using these procedures and proper tool control.
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.
3. Keep thermometers and their storage cases clean, sanitized, and stored safely, according to Tool Control DCS policy 27.27.
4. Temperatures must be taken at critical steps throughout the flow of food using the following procedures:
   - Use a calibrated thermometer. Refer to Calibrating Thermometers.
   - Clean and sanitize food thermometer before each use. Refer to Cleaning and Sanitizing Food Contact Surfaces
   - 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
     - 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 for cook chill bag items.
   - 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.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Retrain employees who are using food thermometers improperly.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will verify that foodservice employees are using thermometers properly by making visual observations of the employees during the temperature-taking process. The foodservice manager/designee will complete the Food Service Inspection Report CS-0775 and maintain this record on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Wash hands properly. Refer to the Washing Hands.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods. Minimal contact as stated in the Tennessee Department of Health Food Service Establishment Rules.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf (see Storage procedure).
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 procedure for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location. Refer to Segregating Damaged Goods.

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

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

VERIFICATION AND RECORD KEEPING:
The foodservice manager/designee will visually observe that employees are following these procedures and taking all necessary corrective actions. The foodservice manager/designee will periodically check the storage of foods during hours of operation and complete the Food Service Inspection Report – YDC CS-0775. This record will be kept on file for a minimum of 3 years plus the current year. Foodservice employees will document any discarded food on the production sheet when the food is discarded with reason for discard and on the monthly report. The Monthly Food Service Report is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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, or serve food.

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

INSTRUCTIONS:

1. Train foodservice employees on using this procedure.
2. Follow Tennessee Department of Health Rules, which state, "foods shall be prepared with the least possible manual contact…" (page 7 Chapter 1200-23-1)
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated. Refer to Washing Hands procedure.
4. It is best not to use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
   - Single-use gloves
   - Deli tissue
   - Foil wrap
   - Tongs, spoodles, spoons, and spatulas
6. Wash hands and change gloves:
   - Before beginning food preparation
   - Before beginning a new task
   - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
   - After contacting chemicals
   - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
   - When handling money
   - Anytime a glove is torn, damaged, or soiled
   - Anytime contamination of a glove might have occurred

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following this procedure.

2. Discard ready-to-eat food touched with unwashed bare hands or contaminated gloves or utensil.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during random times of operation. The foodservice manager will complete the Food Service Inspection Report-YDC CS-#0775. The designated foodservice employee responsible for monitoring will record any discarded food on the production sheet. The Food Service Inspection Report-YDC CS-0775 and production records are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Employee Health and Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

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

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

1. Train foodservice employees on using this procedure.
2. Follow the Tennessee Department of Health Food Service Rules.
3. All employees must:

Grooming:

- Report to work clean – clean hair, teeth brushed, bathed and wearing deodorant
- Wash hands properly, frequently, and at the appropriate times.
- Wear single-use gloves if artificial fingernails or fingernail polish are worn.

Proper Attire:

- Wear appropriate clothing –clean supplied uniform and clean non-skid close-toed work shoes that are comfortable for standing and working on floors that can be slippery.
- If wearing an apron on site.
  - Do not wear apron to and from work.
  - Take off apron before using the restroom.
  - Change apron if it becomes soiled, stained, or contaminated, such as, by using the apron as a hand towel.
- Wear disposable gloves with any cuts, sores, rashes, or lesions. Gloves generally are worn when handling ready-to-eat foods that will not be heat-treated again. Gloves should be worn when serving food.
- Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves.

Hair Restraints and Jewelry:

- Wear suitable and effective hair restraint (such as hairspray or long hair pulled up off the collar) in any food production area as directed in The Tennessee Department of Health Food Service Establishment Rules.
- Keep beards and mustaches neat and trimmed.
- Refrain from wearing jewelry in the food production area.
  - Only a plain wedding band and a watch are permitted.
  - No necklaces, bracelets, or dangling jewelry are permitted.

Illness:

- Report flu-like symptoms, diarrhea, and/or vomiting to the cafeteria manager.

Cuts, Abrasions, and Burns:

- Inform cafeteria manager of all wounds.

Smoking, Eating, and Gum Chewing:

- Smoke only in designated areas. No smoking or chewing tobacco shall occur inside Taft YDC.
- Eat and drink in designated areas only.
- No chewing gum or eating candy during work in a food production area or serving line.

Tasting Food:

- Place a small amount of food into a separate container.
- Step away from exposed food and food contact surfaces.
- Use a teaspoon or spork to taste the food. Remove the used teaspoon or spork and container to the dishroom. Never reuse a spoon or spork that has already been used for tasting.
- Wash hands immediately.

MONITORING:

1. Foodservice employee will be inspected when they report to work to be sure that each employee is prepared for work.
2. A designated foodservice employee will monitor that foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following this procedure.
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.
3. If an employee reports to work with flu-like symptoms, diarrhea, and/or vomiting, he/she will be sent home.
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. Any lesion containing pus will cause an employee to be sent home as per State of Tennessee Food service Establishment Rules.
6. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will verify that foodservice employees are following this procedure by visually observing the employees during operation. The foodservice manager/designee will complete the Food Service Inspection Report-YDC CS-0775. Foodservice employees will record any discarded food on the Production sheet. The Food Service Inspection Report-YDC CS-0775 and production record are to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Storing and Using Caustic 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, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Material Safety Data Sheets (MSDS) are stored in the secured chemical cabinet and updated as new chemicals are received or changes in the sheets occur. "Right to Know" training according to DCS policy 29.9 Occupational Safety in Youth Develpment Centers and DCS Group Homes.
4. Each chemical will be maintained on inventory and a BIN card will be required on any chemical with NFPA greater than zero.
5. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers and in the MSDS.
6. Limit access to chemicals by use of locks.
7. Maintain an inventory of chemicals and appropriately discard any chemicals that are out of date or not being used any longer.
8. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
9. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the Tennessee Department of Health Food Service Establishment Rules.
10. Use the appropriate chemical test kit to measure the concentration of sanitizer.
11. Store chemical only in the specific containers for that chemical.
12. Use only hand sanitizers that comply with the *2001 FDA Food Code.* Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 FDA Food Code.*
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.

MONITORING:

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, in proper labeled container, and used properly during operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following this procedure.

2. Discard any food contaminated by chemicals.
3. Label and properly store chemicals.
4. Discard any out of date chemicals in an appropriate manner.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will complete the Food Service Inspection Report CS-0775 to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the production sheet. The Daily Weekly Inspection Record and production records will be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 this procedure.
2. Follow the Tennessee Department of Health Food Service Establishment Rules
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. 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.
   - Begin the YDC Emergency Food Service Manager/ Relief Designee Call Tree.
   - If an item is suspected to contain the recalled product, but label information is not available, maintain a record of the destruction.
     - Methods of destruction include the following:

     a. For canned goods remove the label, open the cans and dump the food products in the garbage disposal. If the can is bulging or there is too large a quanity do not open but pour bleach over the items in double layered garbage bags and place in the garbage for immediate removal.

     b. For frozen or other goods remove food from the packaging and adulterate it using bleach before placing in the dumpster in double thickness garbage bags.

     c. Or other methods as directed by local Health Dept.
5. Mark recalled product “Do Not Use” and “Do Not Discard”. Inform the entire staff not to use the product.
6. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
7. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
8. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

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

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following this procedure.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. Then destroy by an approved method.
3. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
4. Conform to the recall notice using the following steps:
   - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall.
   - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs when applicable.
   - Complete and maintain all required documentation related to the recall including:
     - Recall notice
     - Records of how food product was returned or destroyed
     - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING
The foodservice manager/designee will complete the Food Service Inspection Report CS-0775 to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the production sheet. The Food Service Inspection Report CS-0775 and production record are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Responding to a Concern of Food borne Illness

PURPOSE: To respond to possible food borne illness promptly.

SCOPE: This procedure applies to all facility employees.

KEY WORDS: Food borne Illness

INSTRUCTIONS:

1. The clinic will:
   - Proceed with care for the youth
   - Notify the foodservice supervisor as soon as possible for the food service manager to contact the local health department with concern of possible food borne illness outbreak.
   - Write down all information concerning symptoms and possibly the foods eaten by the youth(s) to help with determining the possible food source.
2. Foodservice Supervisor will:
   - Foodservice Employees will: Remove all food from service that is related to the suspected illness and store it in the refrigerator – label it "DO NOT EAT" and date it.
   - Call the local Health Department to report the suspected outbreak and obtain assistance with the food borne illness investigation.
   - Obtain any information for the Health Department on foods eaten and have samples of the meals served available for testing.
   - Contact the DCS dietitian in Central Office
   - If Cook Chill food items are suspect contact Cook Chill.

MONITORING:

The foodservice supervisor will monitor all food borne illness complaints to assure that instructions are being followed.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Any food suspected of causing food borne illness will be removed from service, labeled – "DO NOT EAT", and stored in the refrigerator until investigated by the local health department.

VERIFICATION AND RECORD KEEPING

The clinic will complete an Incident Report as required per DCS policy. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Production record. The Production records are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Responding to a Physical Hazard Complaint

PURPOSE: To respond to a complaint of a physical hazard promptly.

SCOPE: This procedure applies to all foodservice employees.

KEY WORDS: Physical Hazard

INSTRUCTIONS:

1. Foodservice Employees will:
   - Take the youth to the clinic to determine if there was physical harm to the child.
   - Label and save the object and the box/bag from which it came, if known.
   - Record the manufacturer, codes, and dates listed on the packaging.
   - Report the incident to the foodservice manager, so appropriate follow-up can be done.
2. Foodservice Managers will:
   - Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved; and, assist in completion of an Incident Report and if from Cook Chill a Critical Customer Concern (CCC) must be completed.
   - Remove all food from service if appropriate, i.e. there is an indication that the remaining food may contain physical hazard, and store it in the refrigerator – label it "DO NOT EAT" and date it.
3. Foodservice Supervisor will:
   - Notify the distributor of the suspect food.
   - Follow up as necessary.

MONITORING:

The foodservice supervisor will monitor all physical hazard complaints to assure that instructions are being followed.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Any remaining food suspected of containing physical hazard will be removed from service, labeled – "DO NOT EAT" - , and stored in the refrigerator until it is determined if the physical hazard is more than just an isolated incident or food has been picked up by the distributor.
3. Notify the distributor from which the food came.

VERIFICATION AND RECORD KEEPING

The foodservice manager will assist in completion of the Incident report as required. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Production Record and if required CCC. Production Records and CCC are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Visitors in the Kitchen

PURPOSE: To minimize the risk of introducing food borne illness by limiting the visitors allowed in the kitchen to those people doing maintenance, making deliveries, and performing inspections.

SCOPE: This procedure applies to visitors.

INSTRUCTIONS:

Foodservice manager and employees must:

- Limit the access of visitors in the kitchen.
- Ensure that visitors adhere to food safety practices followed in the kitchen.

MONITORING:

All foodservice employees will monitor visitors to ensure that procedures are followed.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following this procedure.
2. Any unauthorized person will be politely informed of the visitor policy and asked to leave the kitchen area.
3. Any visitor not following the food safety practices will be informed of the practices and asked to adhere.

VERIFICATION AND RECORD KEEPING

The foodservice manager/designee will note on the Food Service Inspection Report CS-0775 if unauthorized people have been in the kitchen area and the corrective action taken. The Food Service Inspection Report-YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 all employees who are responsible for receiving food.

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Receive only one delivery at a time.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer/cooler space, loading docks, and store room before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lighted.
8. Determine whether foods will be marked with the date of arrival or the "use by" date and mark accordingly upon receipt.
9. Compare delivery invoice against products ordered and products delivered.
10. Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Check 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 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.
3. Check at random and immediately record the temperature of three different types of potentially hazardous frozen/refrigerated food items for each delivery (e.g., dairy products, frozen meats, fresh deli-sliced meats).
   a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 40 ºF or below.
   b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 40

ºF, it may be necessary to take the internal temperature before accepting the product.

c. For eggs, the interior temperature of the truck should be 40 ºF or below.

4. Check dates of milk, eggs, and other perishable goods to ensure safety and quality. Accept only pasteurized dairy products.
5. Check the integrity of food packaging.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
7. Evaluate quality of products by odor, sight, and touch.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Reject the following:
   - Products that do not meet order specifications and quality requirements
   - Frozen foods with signs of previous thawing
   - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, leakages, dents, or rust
   - Punctured packages
   - Foods with out-dated 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 Invoice. The foodservice manager/designee will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the invoices routinely. Copies of the invoices are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Storage

PURPOSE: To ensure that all food, chemicals, and supplies are 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 these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Each mechanically refrigerated unit storing potentially hazardous food 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.
   - 40°F or lower – refrigerator temperatures
   - 0°F or below – freezer temperatures
   - 45° to 80°F – dry storage temperatures
3. Place foods into appropriate storage areas immediately upon receipt in the following order:
   - Refrigerated foods
     Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
     - o Prepared or ready-to-eat foods (top shelf)
     - o Fish and seafood items
     - o Whole cuts of raw beef
     - o Whole cuts of raw pork
     - o Ground or processed meats
     - o Raw poultry (bottom)
   - Frozen foods
   - Dry foods
4. Keep all food items on shelves that are at least 6” above the floor to facilitate air circulation and proper cleaning. (18” from ceiling for Fire Safety codes)
6. Place 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 old food with new food is not acceptable.

8. Make sure all goods are dated with receiving date or use-by date, as appropriate.
    8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened.
    9. Store potentially hazardous foods no more than 3 days at 40ºF from date of preparation.
    10. Store chemicals away from food handling and storage areas. 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, and 18" from ceiling for fire safety codes.
4. Check for signs of rodents or insects.

Temperature Control:

1. Limit overloading refrigerated storage areas, as this prevents air flow 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.

MONITORING:

1. A designated foodservice employee will visually monitor to ensure that the storage areas are properly maintained.
2. Check the internal temperatures of all refrigerators, freezers, and dry storerooms once per shift.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
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 40 ºF or below 140 ºF.

VERIFICATION AND RECORD KEEPING:

Record the temperatures and the corrective actions on the appropriate Storage Temperature Log (Refrigerator, Freezer, or Dry Storage). The foodservice manager/designee will verify that foodservice employees are taking storage area temperatures by visually monitoring practices during the shift and reviewing the Refrigerator, Freezer, and Storage Temperature Logs at the close of each day. Storage Temperature Logs are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Segregating Damaged Goods

PURPOSE: To reduce foodborne illness by preventing the unintentional use of food items that are spoiled or in damaged containers.

SCOPE: This procedure applies to foodservice employees who receive, store, and prepare food.
KEY WORDS: Preparation, Receiving, Storage
INSTRUCTIONS:
1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
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.
5. If the decision is made to destroy the out of condition or damaged goods this may be completed by one of the following methods:
   a. For canned goods remove the label, open the cans and dump the food products in the garbage disposal. If the can is bulging or there is too large a quanity do not open but pour bleach over the items in double layered garbage bags and place in the garbage for immediate removal.
   b. For frozen or other goods remove food from the packaging and adulterate it using bleach before placing in the dumpster in double thickness garbage bags.

MONITORING:
A designated foodservice employee will continually monitor food storage practices to ensure that the designated areas are being use for segregation of spoiled or damaged items. Also in record keeping and proper disposal of out of condition food.

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following these procedures.
2. Segregate spoiled or damaged food items found improperly stored.
3. Notify the food service manager when spoiled or damaged items are found and placed in the designated areas so that the appropriate procedures may be implemented to have the product picked up and credit received.

VERIFICATION AND RECORD KEEPING:
The foodservice manager/designee will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager/designee will periodically check the storage of foods during hours of operation and complete the Food Service

Inspection Report-YDC CS-0775. The Food Service Inspection Report-YDC CS-0775 will be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   - Before each use
   - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
   - Following each interruption of operations during which time contamination may have occurred
   - Any time contamination occurs or is suspected
   - After final use of each working day
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   - Wash surface with detergent solution.
   - Rinse surface with clean water.
   - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
   - Clean sinks prior to use.
   - Rinse, scrape, or soak all items before washing.
   - In the first compartment, wash with a hot detergent solution (110 ^{o}F or at the temperature specified by the detergent manufacturer) that is kept clean and at a concentration indicated on the manufacturer's label.
   - In the second compartment, rinse free of detergent and abrasives with hot, clean water. Water should be at least 110 ^{o}F.
   - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label

Proper Warewashing Sink Setup

1. WASH	2. RINSE	3. SANITIZE
110°F Soapy Water →	110°F Clear Water →	Chemical Sanitizer **SEE BELOW↓**

Chemical Solution	Concentration Level	Minimum Temperature	Minimum Immersion Time
Chlorine solution	50-200 ppm	75°F	1 minute
Iodine solution	12.5-25.0 ppm	75°F	1 minute
A clean solution containing any other chemical sanitizing agent allowed under TDOH Chapter 1200-23-1-.02 Appendix B that will provide the equivalent bactericidal effect of a solution containing at least 50 ppm of available chlorine as a hypochlorite at a temperature of at least 75°F for 1 minute.			

- Fill dish machine tanks prior to use, using the automatic filler.
- Run dish machine for 10 minutes after being filled, but prior to being used, to heat water.
- Check that soap and rinse additive dispensers have enough products for the day's use.
- Scrape and rinse all items before placing them in the machine.
- Load the dishwasher racks. Avoid overloading or improper loading.
- Wash cycle should be maintained at least 120°F and run for a minimum of 2 minutes.
- Temperatures should be at least:
  - Wash - 120°F and runs for a minimum of 2 minutes
  - Rinse - 75-120°F
- Run racks of trays, dishes, and flatware through the dish machine.
- Remove dishes from machine, and allow to air dry.
- All dishwashing machines shall be thoroughly cleaned at least once a day or more often when necessary to maintain them in a satisfactory operating condition.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   - Visually monitor that the water in each compartment is clean.
   - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
3. In a dishmachine, on a daily basis:
   - Visually monitor that Thermometers and Use of Thermometer procedures are being followed.
   - 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 chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit from the machine supplier.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
   - Drain and refill compartments periodically and as needed to keep the water clean.
   - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
   - Drain and refill the machine periodically and as needed to keep the water clean.
   - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
   - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:
Foodservice employees will record monitoring activities and any corrective action taken. The foodservice manager/designee 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 water temperature log. The log will be kept on file for at least 3 years plus the current year. The foodservice manager/designee will complete the Food Service Inspection Report-YDC CS-0775. The Food Service Inspection Report –YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Cooking Potentially Hazardous Foods

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

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

KEY WORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. Cook products, at a minimum. to the following temperatures:
   a. 145 ºF for 15 seconds
      - Seafood, beef, and pork
   b. 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)
      - All Cook Chill Products
   d. 140 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
5. Use batch cooking to reduce holding time of foods.
6. Allow temperature of cooking equipment to return to required temperatures between batches.
7. Do not use hot holding equipment to cook or reheat foods. Prepare foods at room temperature in two hours or less, or the food item should be returned to the refrigerator. **TOTAL** time of food at room temperature shall not exceed 4 hours. This includes time spent at receiving, assembly, and holding.
8. Prepare raw products away from other products not receiving heat treatment. This reduces the opportunity of cross contamination with any ready-to-eat foods.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the temperatures/times, and any corrective action taken on the Production record. Foodservice manager/designee will check that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures. Production Records are to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Cooling Potentially Hazardous Foods

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
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.
   - 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.
   - Stir foods to cool them faster and more evenly. (INCLUDE IF AVAILABLE) Ice paddles and chill sticks can be used to stir foods through the cooling process.
6. Chill cooked, hot food from:
   - 140 ºF to 40 ºF within 4 hours. Take corrective action immediately if food is not chilled from 140 ºF to 40 ºF within 4 hours.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 ºF to 40 ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 40 ºF within 4 hours.
8. Any pre-prepared food item will be discarded at the end of the meal service.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.

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 40 ºF and 4 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
   - Above 40 ºF and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:
Foodservice employees will record corrective actions taken on the production record. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift. The production records are to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Reheating Potentially Hazardous Foods

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules and the Cook Chill Users Guide.
3. Reheat the following products to 165 ºF for 15 seconds:
   - Any food that is cooked, cooled, and reheated for hot holding including Cook Chill bag items.
   - Leftovers reheated for hot holding (there should be none held over)
   - Products made from leftovers, such as soup
4. Reheat all foods rapidly. The total time the temperature of the food is between 40 ºF and 165 ºF may not exceed 2 hours.
5. Serve reheated food immediately or transfer to an appropriate hot holding unit.
6. Reheat leftover foods only once, as putting food through the temperature danger zone increases its susceptibility to growth of pathogens.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product and temperature on the production record. Foodservice manager/designee will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees. The production records are kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Thawing Foods

PURPOSE: To prevent foodborne illness by using appropriate practices to thaw foods.

SCOPE: This procedure applies to foodservice employees responsible for thawing food.

KEY WORDS: Temperature Danger Zone

INSTRUCTIONS:
1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Use one of these acceptable methods for thawing food:
   - Thaw foods in the refrigerator at 40 ºF or below. NEVER thaw foods at room temperature.
   - Thaw food needed for immediate service under potable running water at 70 ºF or lower. Prepare the product within 4 hours of thawing.
   - Thaw the product in the microwave if product will be cooked immediately.
   - There is no separate thawing – thawing occurs as part of the cooking process.
4. Use the lowest shelf in the cooler for thawing raw meat to prevent cross-contamination and separate raw products from cooked and ready-to-eat products.
5. Do not refreeze thawed foods, unless they are first cooked or processed.

MONITORING:
A designated foodservice employee will continually review thawing procedures to ensure they are done correctly.

CORRECTIVE ACTIONS:
1. Retrain any foodservice employee found not following these procedures.
2. Discard any foods that have not been properly thawed using one of the acceptable methods.

VERIFICATION AND RECORD KEEPING:
The foodservice manager/designee will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager/designee will periodically check the storage of foods during hours of operation and complete the Food Service Inspection Report – YDC CS-0775. The Food Service Inspection Report –YDC CS-0775 will be kept on file for a minimum of 3 years plus the current year. Foodservice employees will document any discarded food on the production record. The production record is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Controlling Time and Temperature During Preparation

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Wash hands prior to preparing foods.
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.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, cut melons, and cut tomatoes to 40 ºF or below before combining with other ingredients.
7. Prepare foods as close to serving as possible.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill.

MONITORING:

- Visual observation that foods are not left out in an uncontrolled temperature.

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following these procedures.
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:
The foodservice manager/designee will verify that foodservice employees are following the proper preparation procedure by visually monitoring foodservice employees during the shift. The foodservice manager/designee will complete the Food Service Inspection Report-YDC CS-0775 weekly any product discarded due to unsafe holding will be recorded on the production sheet. The Food Service Inspection Report-YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
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.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Remove stickers from any fruit or vegetable with peels that may be consumed.
9. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
10. Remove any damaged or bruised areas.
11. Label, date, and refrigerate fresh-cut items.
12. Serve cut melons and sliced tomatoes within 3 days if held at 40 ºF or below.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will complete the Food Service Inspection Report-YDC CS-0775 weekly to indicate that monitoring is being conducted. The Food Service Inspection Report-YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Sack Lunches

PURPOSE: To prevent or reduce risk of food borne illness by ensuring that foodservice employees and staff work together to ensure that sack lunches served to children are safe to eat.

SCOPE: This procedure applies to foodservice employees who prepare sack lunches and staff who holds and serve these lunches.

INSTRUCTIONS:

1. All foodservice employees must follow all applicable food safety procedures when preparing and storing sack lunches.
2. Staff must:
   - Observe appropriate food handling techniques such as:
     - Wash hands prior to distributing meals.
     - Maintain cold temperatures of food.
     - Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 40 ºF and 140 ºF.

3. The foodservice manager will:
   - Prepare appropriate menu options.
   - Follow up as necessary.

MONITORING:

A designated foodservice employee will monitor sack lunch preparation and storage to ensure that all applicable safety procedures are being followed. Distribution monitoring will be up to the staff providing the meal to the youth.

CORRECTIVE ACTION:

1. Retrain any staff found not following all applicable procedures.
2. Discard any foods that are contaminated.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will document any discarded food on the production record. The production record is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Preventing Contamination at Salad Bars

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Follow instructions for pre-chilling food bar equipment before use.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar.
6. Replace existing containers of food with new containers when replenishing the food bar.
7. Store serving utensils with the handles extended out of the food between service periods.
8. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food if the meal service or line set up goes past 2 hours for service.
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.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Remove and discard contaminated food.
3. Discard the food if it cannot be determined how long the food temperature was above 40 ºF or below 140 ºF.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will verify that foodservice employees are assigned to maintain salad bars during use. Foodservice employees will document any discarded food on the production record these records will be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

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 these procedures. Follow the Tennessee Department of Health Food Service Establishment Rules.
2. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.
3. Clean and sanitize utensils before using them.
4. Use separate utensils to serve each food item.
5. Store utensils properly with the handle extended above the container, or on a clean and sanitized food-contact surface.
6. Use serving utensils with long handles to keep hands away from the food item.
7. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles. Sanitize all surfaces that may have contact with the food.
8. Hold potentially hazardous food at the proper temperature.
9. Date and cool potentially hazardous foods or discard leftovers.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. Replace improperly handled plates, cups, or utensils.

VERIFICATION AND RECORD KEEPING:

The foodservice manager/designee will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Service Inspection Report –YDC CS-0775. The Food Service Inspection Report-YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Dating Ready-to-Eat, Potentially Hazardous Food

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures. 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. Indicate when the food is prepared or opened by
   - Labeling food with a calendar date, such as “cut cantaloupe, 5/26/05.,”
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 40 ºF or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 3 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.

MONITORING:
A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 3-day time period are not being used or stored.

CORRECTIVE ACTION:
1. Retrain any foodservice employee found not following these procedures.
2. Foods that are not date marked or that exceed the 3-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:
The foodservice manager/designee will complete the Food Service Inspection Report-YDC CS-0775 weekly. The Food Service Inspection Report-YDC CS-0775 is to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

Holding Hot and Cold Potentially Hazardous Foods

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using these procedures.
2. Follow the Tennessee Department of Health Food Service Establishment Rules.
3. To Hold Hot Foods for Service:
   - Each hot food unit storing potentially hazardous food shall be provided with a numerically scaled indicating or recording thermometer, accurate to ± 3 ºF, located to measure the air temperature in the coolest part of the unit and located to be easily readable.
   - Prepare and cook only as much food as is needed. Batch cooking is ideal for maintaining food temperature and quality.
   - The air/water temperature of any hot holding unit should be at 140 ºF or higher before use.
   - Follow manufacturer's instructions in using hot-holding equipment.
   - All hot potentially hazardous foods should be 140 ºF or above before placing food out for display or service.
   - Keep foods covered to retain heat and to keep contaminants from falling into food.
   - Reheat foods only in appropriate cooking equipment.
   - Do not mix freshly prepared foods with foods being held for service to prevent cross contamination.
4. To Hold Cold Foods 40 ºF:
   - Each mechanically refrigerated unit storing potentially hazardous food shall be provided with a numerically scaled indicating 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.
   - The air temperature of any cold holding unit should be at 40 ºF or below before use.
   - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods Procedure.
   - All cold potentially hazardous foods should be 40 ºF or below before placing the food out for display or service.

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. For hot foods held for service:
   - Verify that the air/water temperature of any unit is at 140 ºF or above before use.
   - Reheat foods in accordance with the Reheating Potentially Hazardous Foods Procedure.
   - All hot potentially hazardous foods should be 140 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.
4. For cold foods held for service:
   - Verify that the air/water temperature of any unit is at 40 ºF or below before use.
   - All cold potentially hazardous foods should be 40 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.
5. For cold foods in storage:
   - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
   - Chill food in accordance with the Cooling Potentially Hazardous Foods Procedure if the food is not 40 ºF or below.
   - Verify that the air temperature of any cold holding unit is at 40 ºF or below before use.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following these procedures.
2. For hot foods:
   - Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 140 ºF and the last temperature measurement was 140 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 140 ºF.
3. For cold foods:
   - Rapidly chill the food using an appropriate cooling method. Refer to Cooling Potentially Hazardous Foods Procedure.
   - If the temperature is found to be above 40 ºF and the last temperature measurement was 40 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.
     - Stir the food in a container placed in an ice water bath.

    - Add ice as an ingredient.
    - Separate food into smaller or thinner portions.
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 40 ºF.

VERIFICATION AND RECORD KEEPING:
Foodservice employees will record temperatures of food items and document corrective actions taken on the Production Record after two hours holding on the line. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager/designee will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift. The temperature logs are to be kept on file for a minimum of 3 years plus the current year.

ORIGINAL IMPLEMENTATION JUNE 2006 BY YDC FOOD SERVICE MANAGER

MONITORING

Manager Responsibilities:

- The foodservice manager at each site will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The manager will also be responsible for monitoring the overall performance of procedures. (Specific details regarding monitoring are addressed in each procedure.)
- Monitoring will be a constant consideration. However, the manager will use the Food Service Inspection Report-YDC CS-0775 to formally monitor and review foodservice staff at least weekly. (The checklist form is included in the *Recordkeeping* section.)

Foodservice Staff Responsibilities:

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

Summary Table for Monitoring and Verifying HACCP Records

Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 3 years plus the current year.

Standard Operating Procedure	Record	Monitored By Whom	Verified by Whom
Employee Training	In-Service Training Session Roster Summary Table of Food Safety Training		
Washing Hands	Food Service Inspection Report-YDC CS-0775		
Calibrating Thermometers	Food Service Inspection Report-YDC CS-0775 Thermometer Calibration Log		
Use of Thermometers	Food Service Inspection Report – YDC CS-0775		
Preventing Cross-Contamination During Storage and Preparation	Production record Food Service Inspection Report – YDC CS-0775		
Using Suitable Utensils When Handling Ready-to-Eat Foods	Production record Food Service Inspection Report-YDC CS-0775		
Employee Health and Personal Hygiene	Production record Food Service Inspection Report-YDC CS-0775		
Storing and Using Poisonous or Toxic Chemicals	Production record Food Service Inspection Report-YDC CS-0775		
Handling a Food Recall	Production record Food Service Inspection Report - YDCCS-0775		
Responding to a Foodborne Illness Complaint	Production record DCS Serious Incident Report		

Summary Table for Monitoring and Verifying HACCP-Based SOP Record (cont.)

Standard Operating Procedure	Record	Monitored By Whom	Verified by Whom
Responding to a Physical Hazard Complaint	Production record DCS Serious Incident Report		
Visitors in the Kitchen	Food Service Inspection Report - YDCCS-0775		
Receiving Deliveries	Invoices		
Storage	Dry Storage Temperature Log Food Service Inspection Report- YDC CS-0775 Freezer Storage Temperature Log Refrigerator Storage Temp Log		
Segregating Damaged Goods	Production record Food Service Inspection Report - YDCCS-0775		
Cleaning and Sanitizing Food Contact Surfaces	Food Service Inspection Report - YDCCS-0775		
Cooking Potentially Hazardous Foods	Production record		
Cooling Potentially Hazardous Foods	Production record		
Reheating Potentially Hazardous Foods	Production record		
Thawing Foods	Production record Food Service Inspection Report – YDCCS-0775		

Summary Table for Monitoring and Verifying HACCP-Based SOP Record (cont.)			
Standard Operating Procedure	**Record**	**Monitored By Whom**	**Verified by Whom**
Controlling Time and Temperature During Preparation	Food Service Inspection Report-YDC CS-0775 Production Log		
Washing Fruits and Vegetables	Food Service Inspection Report-YDC CS-0775		
Sack Lunches	Production record		
Preventing Contamination at Food Bars	Production record Food Service Inspection Report-YDC CS-0775 Hot and Cold Holding Temperature Log (held > 2 hr)		
Serving Food	Food Service Inspection Report – YDCCS-0775		
Date Marking	Food Service Inspection Report – YDC CS-0775		
Holding Hot and Cold Potentially Hazardous Foods	Hot and Cold Holding Temperature Log (if held > 2 hr)		
Transporting Food to Remote Sites	Food Service Inspection Report-YD CS-0775 Hot and Cold Holding Temperature Log (if held > 2 hr)		

RECORDKEEPING

DOCUMENTATION (RECORDS)	DOCUMENTATION SCHEDULE
Food Production Records	
Water temperature/pH log	Daily
Production Record	Daily
Food Service Inspection Report-YDC CS-0775	Daily
Equipment Temperature Records	
Invoice recording	Each delivery
Holding Temperature Log	Daily
Refrigerator Storage Temperature Log	Daily
Freezer Storage Temperature Log	Daily
Dry Storage Temperature Log	Daily
Review Records	
Food Service Inspection Report-YDC	Twice Daily
Manager Review of Food Service Inspection Report –YDC CS -0775	
Training Logs	On-going
Corrective Action Records	As necessary

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Recordkeeping Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept readily available for use.

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- All completed forms will be filed.

- The foodservice manager is responsible for making sure that all forms are available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Summary Table of Record Keeping for HACCP-Based Records

	In-Service Trainee Roster	Summary Table of Food Safety Training	Cooling Temp Log	Monthly Food Service Report	Dry Storage Temp Log	Food Service Inspection Report-YDC CS-0775	Freezer Storage Temp Log	Holding Unit Temp Log	Hot and Cold Holding Temp Log	Production Record	Invoice	Incident report	Chemical Inventory BIN Card	
Employee Training	X	X												
Washing Hands						X								
Calibrating Thermometers						X								
Use of Thermometers						X								
Preventing Cross-Contamination During Storage and Preparation						X				X				
Using Suitable Utensils When Handling Ready-to-Eat Foods						X				X				
Employee Health and Personal Hygiene						X				X				
Storing and Using Poisonous or Toxic Chemicals						X							X	
Handling a Food Recall						X				X				
Responding to a Foodborne Illness Complaint										X		X		
Responding to a Physical HazarComplaint				X						X		X		

Summary Table of Record Keeping for HACCP-Based Records (cont.)

	Water Temperature And pH log				Dry Storage Temp Log	Food Service Inspection Report YDC CS-0775	Freezer Storage Temp Log	Holding Unit Temp Log	Hot and Cold Holding Temp Log	Production Record	Invoices	Refrigerator Storage Temp Log		Incident Report
Visitors in the Kitchen						X								
Receiving Deliveries											X			
Storage					X	X	X					X		
Segregating Damaged Goods						X								
Cleaning and Sanitizing Food Contact Surfaces	X					X								
Cooking Potentially Hazardous Foods										X				
Cooling Potentially Hazardous Foods										X				
Reheating Potentially Hazardous Foods										X				
Thawing Foods						X						X		
Controlling Time and Temperature During Preparation						X				X				
Washing Fruits and Vegetables						X								

Summary Table of Record Keeping for HACCP-Based Records (cont.)

					Dry Storage Temp Log	Food Service Inspection Report – YDC CS-0775	Freezer Storage Temp Log	Holding Unit Temp Log	Hot and Cold Holding Temp Log (Optional per policy)	Production Record	Invoice	Refrigerator Storage Temp Log		Incident Report
Sack Lunches										X				
Preventing Contamination at Food Bars						X				x				
Serving Food						X				x				
Date Marking						X								
Holding Hot and Cold Potentially Hazardous Foods										x				X
Transporting Food to Remote Sites						X				x	X			

FOOD PREPARATION ACTION PLAN

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (Maintained as sheet in the Menu workbook:

The week menu cycle is posted in the food service area. Each menu item available for service is listed in this food safety program in the table below. Each item is evaluated on the master menu to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach charts attached. .

Staff:

- All foodservice personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided on a quarterly basis.

MENU ITEMS SORTED BY PROCESS

PROCESS 1 (NO COOK)	PROCESS 2 (COOK AND SERVE SAME DAY)	PROCESS 3 (COMPLEX FOOD PREPARATION

PROCESS CHART – PROCESS 1

Process 1 -NO COOK
Keep Food At or Below 40 °F Degrees

MENU ITEM	RECIPE #
Milk	
Juices	
Condiments	
Beverages	
Canned fruit	
Canned pudding	
Fresh fruit	
Cold sandwiches	
Salads	
Ice cream/ sherbet	
Vegetable sticks and dip	

Control measures

CCP:
• Cold holding – Critical limit is 40º F or below

SOP:
- Employee Health and Personal Hygiene
- Washing Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production
- Verifying receiving temperatures of food
- Date Marking of Ready-to-Eat, Potentially Hazardous Foods
- Using Suitable Utensils When Handling Ready-to-Eat Foods

PROCESS CHART – PROCESS 2

Process 2-COOK and SAME DAY SERVE
Cook to Correct Temperature. Serve at 140 °F or above.

MENU ITEM	RECIPE #	COOKING TEMPERATURE
All pizzas		
Cook Chill bag items		165 for 15 seconds
Canned vegetables		
Frozen vegetables		
Biscuits		
Sausage		
Bacon		
Muffin squares		
French toast		
Waffles		
Hash browns		
Baked potatoes		
McMuffin		
Breakfast burrito		
Meats	As per each recipe	
Cobblers		
Yeast rise rolls		

Control measures

CCP:
- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted above.)

SOP:
- Cooking Potentially Hazardous Foods
- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

PROCESS CHART – PROCESS 3

Process 3-COOK, COOL, REHEAT, SERVE
Limit Time in the Danger Zone (40 °F – 140 °F)

MENU ITEM	RECIPE #	COOKING TEMP	COOLING TEMP	REHEATING TEMP
Jello				**n/a**
Pasta Salad (not purchased premade)				**n/a**
Potato salad (not purchased premade)				**n/a**

<u>Control measures</u>

CCP:
- Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)
- Reheating for hot holding, if applicable

SOP:
- Cooling to prevent the outgrowth of spore-forming bacteria (SOP)

Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation (SOP)

Instructions: Under each employee's name record the date that he/she completed the training. Page 1 of 2

Summary Table of Food Safety Training								
Procedure:	**Employees' Names:**							
Employee Training								
Washing Hands								
Calibrating Thermometers								
Use of Thermometers								
Preventing Cross-Contamination During Storage and Preparation								
Using Suitable Utensils When Handling Ready-to-Eat Foods								
Employee Health and Personal Hygiene								
Storing and Using Poisonous or Toxic Chemicals								
Handling a Food Recall								
Responding to a Foodborne Illness Complaint								
Responding to a Physical Hazard Complaint								
Visitors in the Kitchen								
Receiving Deliveries								
Storage								
Segregating Damaged Goods								
Cleaning and Sanitizing Food Contact Services								
Cooking Potentially Hazardous Foods								

Page 2 of 2

Summary Table of Food Safety Training								
Procedure:	**Employees' Names:**							
Cooling Potentially Hazardous Foods								
Reheating Potentially Hazardous Foods								
Thawing Foods								
Controlling Time and Temperature During Preparation								
Washing Fruits and Vegetables								
Sack Lunches								
Preventing Contamination at Food Bars								
Serving Food								
Date Marking								
Holding Hot and Cold Potentially Hazardous Foods								
Responding to a Foodborne Illness Complaint								
Transporting Food to Remote Sites								
Right-to-Know Training (MSDS):								
Record the date ***each year*** when the training is completed.								

REVIEW OF THE FOOD SAFETY PROGRAM

The food service managers will review the food safety program annually at DCS training. CQI process approach will be used to check systems concerns and develop system wide revisions.

The attached checklist **may be used** to assist with review process and to note areas of concern to address through the CQI process.

Food Safety Program Review Checklist

1. Documents to review

___ Operating Procedures
___ Food Preparation Process Charts
___ Control Measures in the Process Approach (CCPs and SOPs)
___ Corrective Actions

2. Monitoring recordkeeping. Choose at random one week from the previous four.

Type of Record (SOP, CCP, Corrective Action, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

2. Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

3. Who is responsible for verifying that the required records are being completed and properly maintained?

4. Describe the training that has been provided to support the food safety program.

5. Do the managers and staff demonstrate knowledge of the plan?

6. Have there been any changes to the menu or operation (new equipment, etc.)?

7. Was the plan modified because of these changes?

Glossary of Terms

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

CCC: Critical Customer Concern utilized to note problems with Cook Chill products back to the production center.

CCP: Critical Control Point.

CALIBRATION: The process of standardizing a thermometer by determining the deviation from the standard and making the proper correction factor.

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

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

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

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

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

DANGER ZONE: The temperature range between 40 ºF or 140 ºF that favors the growth of pathogenic micro-organisms.

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

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

FOOD ESTABLISHMENT: A food service level operation, i.e., that serves or offers food directly to the consumer and that , in some cases, includes a

production, storage, or distributing operation that supplies the direct-to-consumer operation (satellite kitchens).

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

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

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

FOODSERVICE EMPLOYEE: Any person who works in the food establishment, including any substitute workers.

FOODSERVICE MANAGER: The person who has administrative responsibility for the cafeteria operation, i.e. cafeteria manager.

FOODSERVICE DIRECTOR: The person who has administrative responsibility for the district-wide school nutrition program.

HACCP: Hazard Analysis and Critical Control Point: What is HACCP?
HACCP is a systematic preventive approach to food safety and pharmaceutical safety that addresses physical, chemical, and biological hazards as a means of prevention rather than finished product inspection. HACCP is used in the food industry to identify potential food safety hazards, so that key actions, known as Critical Control Points (CCP's) can be taken to reduce or eliminate the risk of the hazards being realized. The system is used at all stages of food production and preparation processes including packaging, distribution, etc.

How Does HACCP Work in Food Production?
There are seven principles, developed by the National Advisory Committee on Microbiological Criteria for Foods that serve as the foundation for a HACCP system. They are:

1. **Conduct a hazard analysis** to identify potential hazards that could occur in the food production process.

2. **Identify the critical control points** (CCPs) -- those points in the process where the potential hazards could occur and can be prevented and/or controlled.

3. **Establish critical limits** for preventive measures associated with each CCP. A critical limit is a criterion that must be met for each CCP. Where appropriate, critical limits may reflect relevant FSIS regulations and FDA tolerances.

4. **Establish CCP monitoring requirements** to ensure each CCP stays within its limit. Monitoring may require materials or devices to measure or otherwise evaluate the process at CCPs.

5. **Establish corrective actions** if monitoring determines a CCP are not within the established limits. In case a problem occurs, corrective actions must be in place to ensure no public health hazard occurs.

6. **Establish effective recordkeeping procedures** that document the HACCP system is working properly. Records should document CCP monitoring, verification activities and deviation records.

7. **Establish procedures for verifying** that the HACCP system is working properly. Verification procedures may include reviewing the HACCP plan, CCP records, critical limits as well as conducting microbial sampling. Both plant personnel and FSIS inspectors will conduct verification activities.

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

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

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

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

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

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

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

NSLP: National School Lunch Program.

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

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

PERSONAL HYGIENE: Individual cleanliness and habits.

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

- the rapid and progressive growth of infectious or toxigenic micro-organisms
- the growth and toxin production of *Clostridium* botulinum or in raw eggs,
- the growth of *Salmonella* enteritidis; and includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic micro-organisms as described above.

PROCESS APPROACH: A method of categorizing food operations into one of three categories depending on the number of times the food goes through the temperature danger zone:

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

RECORD: A documentation of monitoring observations and verification activities.

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

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

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

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

SFA: School Food Authority