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# FOOD SAFTEY PLAN (HACCP)

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The International Family Academy



APRIL 29, 2019

**The International Family Academy HACCP Plan**

Description of Program and Facility:

This Hazard Analysis of Critical Control Point (HACCP) plan was developed in April 26, 2019, to meet the United States Department of Agriculture and Consumer Services (USDA) Process Approach to HACCP Food Safety Regulations. All standards in this food safety program meet or exceed the USDA 2013 Food Code.

**School:** The International Family Academy **Location Number:** 9187 \_\_\_\_\_

**Average Daily Participation:**

Breakfast \_\_\_\_\_ Snacks \_\_\_\_\_

Lunch \_\_\_\_\_ Supper \_\_\_\_\_

**Menu Cycle:**

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

**Description of Service:**

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

**Meals Served Out of Cafeteria (if applicable)**

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

**Food Safety Team**

Pastor Shakeila Ross-Poole /Apostle Priscilla McCray / Sis. Patrice Gethers / Sis. Precious Ross

General Workers:			

**Kitchen Equipment:**

- |                              |                                  |
|------------------------------|----------------------------------|
| _____ Mixer of _____ Quarts  | _____ Convection Ovens           |
| _____ Mixer of _____ Quarts  | _____ Steamers                   |
| _____ Food Processor         | _____ Combi Steamers             |
| _____ Slicer                 | _____ Kettles                    |
| _____ Walk-in Refrigerator   | _____ Warmers                    |
| _____ Walk-in Freezer        | _____ Milk Boxes                 |
| _____ Reach-in Refrigerators | _____ Dish Machine               |
| _____ Reach-in Freezers      | _____ Sink Compartments (3 or 4) |
|                              | _____ Other _____                |

**Facility Description and Condition:**

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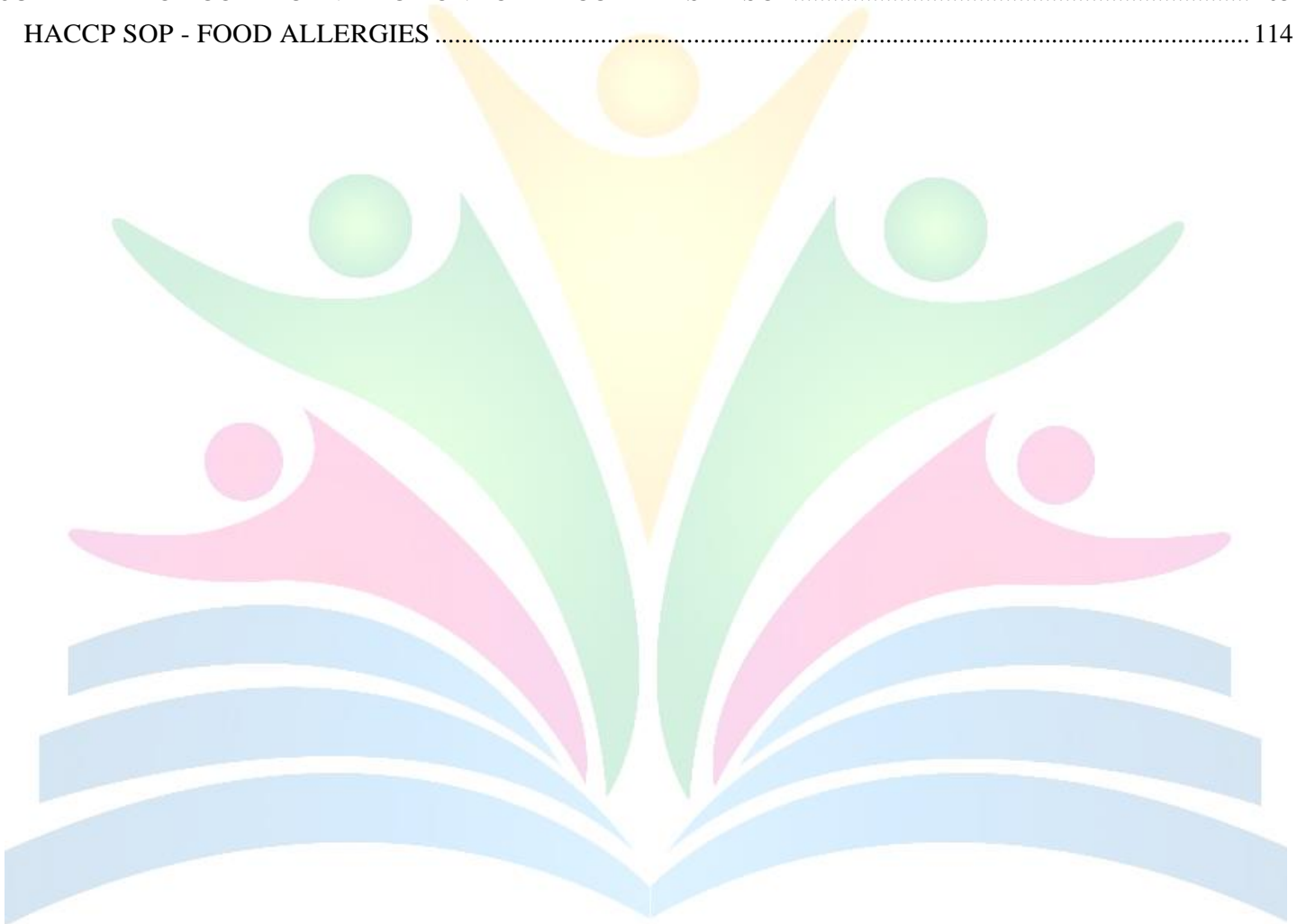


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# CLEANING AND SANITIZING FOOD CONTACT SURFACES

**PURPOSE:** To prevent food borne 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 the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, 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 fish, meat, and poultry
  - Any time contamination occurs or is suspected
  - As called for in the Daily or Master cleaning schedule
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
  - Place wet items in a manner to allow air-drying.

## CONTINUED: CLEANING AND SANITIZING FOOD CONTACT SURFACES

### INSTRUCTIONS-continued:

6. If a 3-compartment sink is used, setup and use the sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 100 °F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label (Quaternary Ammonia- 200 ppm) for a minimum of 60 seconds.
  - If a 4-compartment sink is used, then the first sink is a soaking sink filled with water at least 100° F. The next 3 sinks are then wash, rinse and sanitizer.
  - Every serving line must have a fresh bucket (200 PPM) Quaternary Ammonia with sanitizing cloth in it for sanitizing in place items.
7. If a dish machine is used:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures (180°F); sanitizing solution concentrations; and water pressures applied.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of 160°F or above if using hot water to sanitize.

### MONITORING:

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 or 4 compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical (Quaternary Ammonia-200 ppm) or visually verify the correct number of tablets are used to make the solution.

## CONTINUED: CLEANING AND SANITIZING FOOD CONTACT SURFACES

### MONITORING-continued:

3. In a dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - For hot water sanitizing dish machine fill in the temperature and pressure on the Heat Sanitizing Dish Machine Log. For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit and record on Chemical Dish Machine Log.
4. For in place sanitizing on a daily basis:
  - Ensure that each line has a bucket of sanitizing solution (200 PPM) and initial the Weekly or Daily Sanitizing log.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3 or 4 compartment sink:
  - a. Drain and refill compartments periodically and as needed to keep the water clean.
  - b. Adjust the water temperature by adding hot water until the desired temperature is reached.
  - c. Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
  - a. Drain and refill the machine periodically and as needed to keep the water clean.
  - b. 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.



CONTINUED: CLEANING AND SANITIZING  
FOOD CONTACT SURFACES

CORRECTIVE ACTION-continued

- c. For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature (160° F) is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3 or 4 compartments sink until the machine is repaired or use disposable single service/single-use items if a 3 or 4 compartment sink is not available.
- d. 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. Reset, 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 or 4 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 on the Food Contact Surfaces Cleaning and Sanitizing Log.

The foodservice manager 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 Food Contact Surfaces Cleaning and Sanitizing Log.

The log will be kept on file for a minimum of 5 years.

The foodservice manager will complete the Food Safety Checklist daily. The Food Safety

Checklist is to be kept on file for a minimum of 5 years.

# Daily Cleaning & Sanitizing Log (To Be Completed Daily)

## Heat Sanitizing Log for Dish Washer TIF Academy

School Name: \_\_\_\_\_ Year: 2019-2020

Date	Location	Sanitizer Strength Verified/Initials	Corrective Action
SAMPLE	SAMPLE	SAMPLE	
	Sanitizing Sink 200 PPM		
	2" Sink (if needed)		
	Line 1 200 PPM		
	Line 2 200 PPM		
	Line 3 200 PPM		
	Sanitizing Sink 200 PPM		
	2• Sink (if needed)		
	Line 1 200 PPM		
	Line 2 200 PPM		
	Line 3 200 PPM		
	Sanitizing Sink 200 PPM		
	2• Sink (if needed)		
	Line 1 200 PPM		
	Line 2 200 PPM		
	Line 3 200 PPM		
	Sanitizing Sink 200 PPM		
	2• Sink (if needed)		
	Line 1 200 PPM		
	Line 2 200 PPM		
	Line 3 200 PPM		
	Sanitizing Sink 200 PPM		
	2• Sink (if needed)		
	Line 1 200 PPM		
	Line 2 200 PPM		
	Line 3 200 PPM		

Verifying can be through use of test strip or visual confirmation of the correct number of Quaternary Ammonia tablets have been dissolved in each sink or bucket.

Once you have determined the fill line on the sink. mark it with either a black magic marker or masking tape so that you know how many gallons of water the sink holds.

The example shows that the fill line measures 25 gallons with one (1) tablet per gallon. The bucket for the serving line holds 2 ½ gallons but is filled to the one (1) gallon mark with one (1) tablet in this example.

## Daily Cleaning & Sanitizing Log (To Be Completed Daily)

School Name: \_\_\_\_\_ Year: 2019-2020

Date	Location	Sanitizer Strength Verified/Initials	Corrective Action
SAMPLE	SAMPLE	SAMPLE	
	Sanitizing Sink 200 PPM		
	2nd sink if needed		
	Line 1 (200 PPM)		
	Line 2 (200 PPM)		
	Line 3 (200 PPM)		
	Line 4 (200 PPM)		
	Line 5 (200 PPM)		
	Line 6 (200 PPM)		
	Line 7 (200 PPM)		
	Line 8 (200 PPM)		
	Line 9 (200 PPM)		
	Line 10 (200 PPM)		
	Line 11 (200 PPM)		
	Line 12 (200 PPM)		
	Sanitizing Sink 200 PPM		
	2nd sink if needed		
	Line 1 (200 PPM)		
	Line 2 (200 PPM)		
	Line 3 (200 PPM)		
	Line 4 (200 PPM)		
	Line 5 (200 PPM)		
	Line 6 (200 PPM)		
	Line 7 (200 PPM)		
	Line 8 (200 PPM)		
	Line 9 (200 PPM)		
	Line 10 (200 PPM)		

Verifying can be through use of a test strip or visual confirmation of the correct number of Quaternary Ammonia tablets have been dissolved in each sink or bucket

Once you have determined the fill line on the sink, mark it with either a black magic marker or masking tape, identifying how many gallons of water the sink holds. The example shows the fill line measures 25 gallons with one (1) tablet per gallon. The bucket for the serving line holds 2 ½ gallons but is filled to the one (1) gallon mark with one (1) tablet in this example.

School: \_\_\_\_\_

Month: \_\_\_\_\_ SY: 2019-2020

Date	Meal	Initials	Wash	Final Rinse	Water Press.	Corrective Action
8/15	B L	JH	120	180	20	(sample)
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
	B L					
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	B L					
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	B L					
	B L					
	B L					
	B L					
	B L					
<b>Directions:</b>			<b>Temperature Standards:</b>			
<ol style="list-style-type: none"> <li>Complete this form prior to each meal.</li> <li>Use appropriate test strip to check sanitizer concentration note if acceptable by a check mark.</li> <li>If sanitizer concentration is outside the acceptable range or the test strip does not indicate proper solution indicate corrective action on form.</li> </ol>			<ul style="list-style-type: none"> <li>Wash temperature - 120°F</li> <li>Final rinse temperature-180°F</li> <li>Final rinse pressure - 15-25 psi</li> </ul>			
<ol style="list-style-type: none"> <li>Record date, initials, and temperatures for each cycle.</li> </ol>						

## CONTROLLING TIME AND TEMPERATURE DURING PREPARATION

**PURPOSE:** To prevent food borne 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: Food Preparation

Time and Temperature

Food Preparation

Temperature Danger

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow all local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as lunchmeat, tuna, salads, and cut melons to 41°F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least 2 internal temperatures from each pan of food at various stages of preparation and monitor the amount of time that food is in the temperature danger zone. It should not exceed 2 hours. Record time & temperatures on Production Sheet or Batch Log as appropriate.

**CORRECTIVE ACTIONS:**

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

**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record the date, product name, start and end times of production, the temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Sheets or Batch Log as appropriate.

The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing the Production Sheets and Batch Logs daily.

Maintain the Production Sheets and Batch Logs on file for a minimum of 5 years. The foodservice manager or designee will complete the Food Safety Checklist daily. The Food Safety Checklist is also to be kept on file for a minimum of 5 years.

# Food & Nutrition Service HACCP Batch Cooking Log:

## Version 1

Batch 1 for each item is recorded on the production sheet. All subsequent batches of the item are recorded on this Log.

**Maintain** this Log for a minimum of 5 years.

Date: \_\_\_\_\_ School: \_\_\_\_\_

Batch	Item	Start time/temp	End time/temp	Corrective action (if needed)
2	Chix Nuggets	3	4	

## COOLING POTENTIALLY HAZARDOUS FOODS

**PURPOSE:** To prevent food borne 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

Cooling Temperatures Holding

### **Instruction:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
  2. Follow State or local health department requirements.
  3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
  4. Prepare and cool food in small batches.
  5. Chill food rapidly using an appropriate cooling method:
- A. Preferred method is to place no more than 2 inches of food product in a shallow metal container that is no more than 4 inches deep and place this pan, uncovered on a clean and sanitized work surface or on a bottom shelf of the walk-in or reach-in cooler on top of a pan of ice.  
(Pan in Pan method/Pan in Pan under refrigeration)
- B. Other methods that may be used:
- 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.



Continued: COOLING POTENTIALLY HAZARDOUS FOODS

**INSTRUCTIONS:** continued

7. Chill cooked, hot food from:
  - a. 140 °F to 70 °F within 2 hours.
  - b. Take corrective action immediately (see below) if food is not chilled from 140 °F to 70 °F within 2 hours and from 70 °F to 41 °F or below in remaining time (4 hours).
  - c. The total cooling process from 140 °F to 41 °F may not exceed 6 hours.
  - d. Take corrective action immediately if food is not chilled from 140 °F to 41 °F within the 6-hour cooling process.
8. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours.
  - a. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. 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 the procedures in this SOP.
2. Reheat cooked (with only one trip through danger zone), hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method (pan in pan in the refrigerator or freezer) when the food is:
  - Above 70 °F and 2 hours or less into the cooling process; and
  - Above 41 °F and 6 hours or less into the cooling process
3. Discard cooked, hot food immediately when the food is:
  - Above 70 °F and more than 2 hours into the cooling process; or
  - Above 41 °F and more than 6 hours into the cooling process
  - If it is a leftover that has been reheated once already
4. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process (pan in pan under refrigeration).

5. Discard prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.

## CONTINUED: COOLING POTENTIALLY HAZARDOUS FOODS

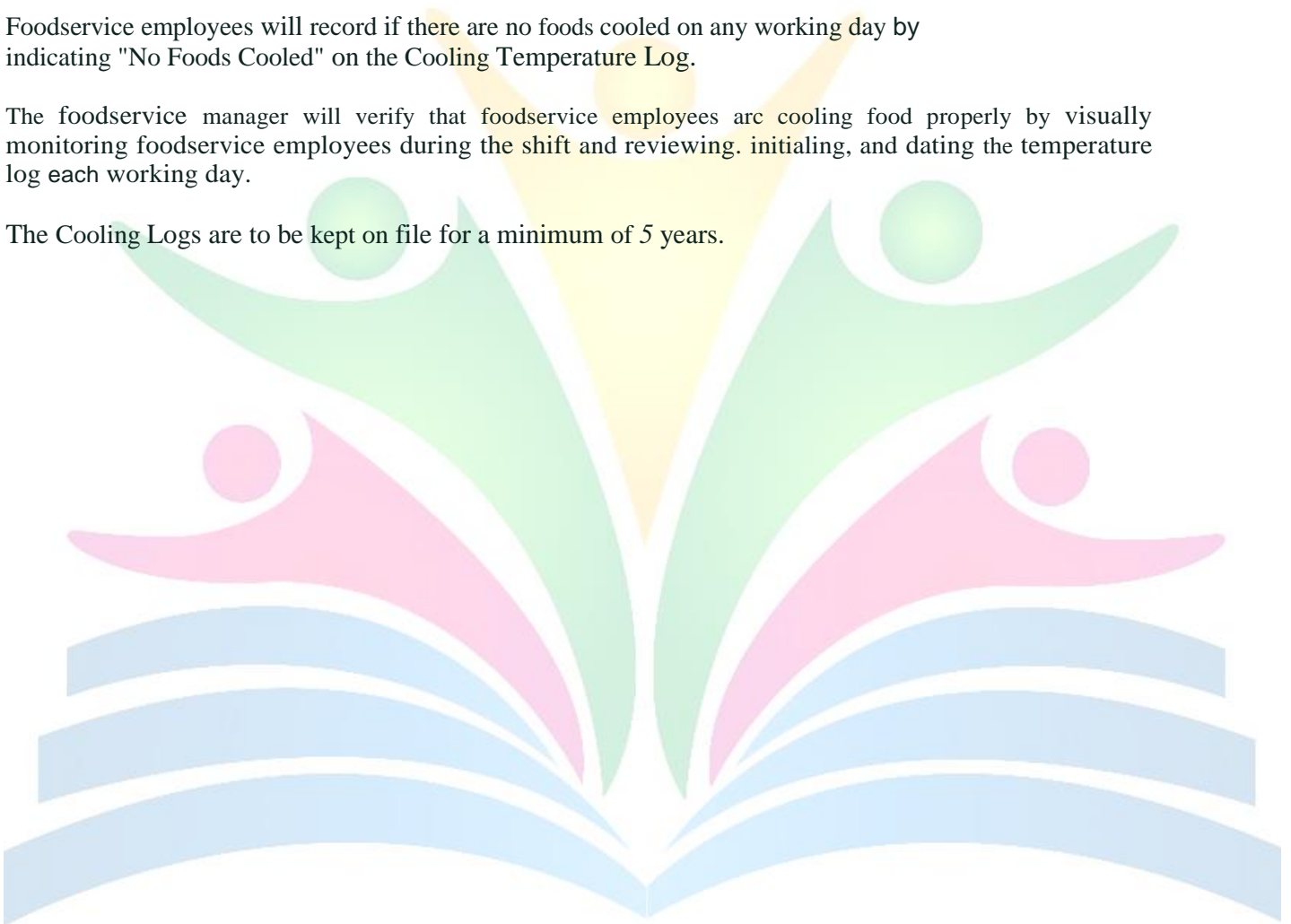
### VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log.

Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log.

The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day.

The Cooling Logs are to be kept on file for a minimum of 5 years.



# HACCP Hot Food Holding Log      2019-2020

**Instructions:** Record temperatures every 2 hours during service. Record any corrective actions taken, if applicable. The Food and Nutrition Services Manager/Designee will verify that the staff is holding food properly by visually monitoring employees during the shift and reviewing, initialing, and dating this log daily.

**Maintain** this log for a minimum of 5 years.

The first line is a sample of how the log should be completed. Most schools will only have one entry per day.

Date	Food Item	Time/Temp	Time/Temp	Time/Temp	Corrective Action	Initials	Verified By/Date
		12:30 pm 160.9	/	/	Reheat to 165	OW	DP 8/21
		/	/	/		OW	DP 8/22
		/	/	/			
		/	/	/			
		/	/	/			
		/	/	/			
		/	/	/			
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		/	/	/			

This log is for all hot items that are not batched cooked and held over two (2) hour. If there are no food items that are holding for 2 or more hours, record the word 'none'.

Example: Beef a Roni/Spinach/Taco Meat

## DAILY AND WEEKLY FOOD SAFETY CHECKLISTS

**PURPOSE:** All employees will ensure that all SOP's are followed on a daily basis.

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

### INSTRUCTIONS FOR FILLING IN FOOD SAFETY CHECKLIST:

- Each day (4-x weekly) an employee shall be designated by the FNS Manager to conduct the review of the food service operation outlined on the Daily Food safety checklist and once a week an employee shall be designated to conduct the Weekly Food Safety Checklist.
- A period of five (5) minute duration shall be scheduled on the selected employees' work schedule to allow for sufficient time to complete the review.
- Any area requiring corrective action will be brought to the FNS Managers' attention immediately. Corrective action will be completed and documented.
- Completed logs shall be filed for a period of 5 years.

The FNS Manager will:

- Schedule an employee daily & once weekly to complete the reviews.
- Provide adequate time on the work schedule to allow the employees to complete the reviews.
- Follow up as necessary with corrective action.
- File completed reports.

# FOOD SAFETY CHECKLIST

**Date:** \_\_\_\_\_ **Observer:** \_\_\_\_\_

**Directions:** Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records on file.

**Maintain this daily checklist for a minimum of 5 years.**

---

## 1. Health Department Standards

No evidence of roaches, vermin or flies Hot water temperature 100 degrees or above

Food temperatures meets standards Dumpsters closed and free of debris

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

---

## 2. Employee Appearance/Cleanliness meets Standards

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

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## 3. Food Preparation follows Guidelines

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

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## 4. Hot & Cold Holding is Monitored, and all stored foods are labeled and dated correctly.

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

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## 5. Refrigerator/Freezer/Milk Box equipment monitoring is Completed

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

---

## 6. Cleaning & Sanitizing Solutions & Equipment set up Properly

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

---

## 7. Equipment and Utensils Sanitized Properly

\_\_\_\_\_ Acceptable \_\_\_\_\_ Needs Improvement (note corrective action below)

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## WEEKLY FOOD SAFETY CHECKLIST

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

Directions: Use this checklist once a week. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

### PERSONAL HYGIENE

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>• Employees wear clean and proper uniform including shoes.</li> <li>• Effective hair restraints are properly worn.</li> <li>• No false eyelashes.</li> <li>• Fingernails are short, unpolished, and clean</li> </ul>			
(No artificial nails)			
<ul style="list-style-type: none"> <li>• Jewelry is limited to a plain ring, such as wedding band and watch and no bracelets.</li> </ul>			
<ul style="list-style-type: none"> <li>• Hands are washed properly, frequently, and at appropriate times.</li> </ul>			
<ul style="list-style-type: none"> <li>• Bumps, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.</li> </ul>			
<ul style="list-style-type: none"> <li>• Eating, drinking, chewing gum, smoking, or using tobacco service, storage, and ware washing areas.</li> </ul>			
<ul style="list-style-type: none"> <li>• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.</li> </ul>			
<ul style="list-style-type: none"> <li>• Employees appear in good health.</li> </ul>			
<ul style="list-style-type: none"> <li>• Hand sinks are unobstructed, operational, and clean.</li> </ul>			
<ul style="list-style-type: none"> <li>• Hand sinks are stocked with soap, disposable towels, and warm water.</li> </ul>			
<ul style="list-style-type: none"> <li>• A hand washing reminder sign is posted.</li> </ul>			
<ul style="list-style-type: none"> <li>• Employee restrooms are operational and clean.</li> </ul>			

### FOOD PREPARATION

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>• All food stored or prepared in facility is from approved sources.</li> </ul>			
<ul style="list-style-type: none"> <li>• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.</li> </ul>			
<ul style="list-style-type: none"> <li>• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.</li> </ul>			
<ul style="list-style-type: none"> <li>• Thawed food is not refrozen.</li> </ul>			

## CONTINUED: WEEKLY FOOD SAFETY CHECKLIST

### FOOD PREPARATION: continued

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.</li> <li>Food is tasted using the proper procedure.</li> <li>Procedures are in place to prevent cross-contamination.</li> <li>Food is handled with suitable utensils, such as single use gloves or tongs.</li> </ul>			
<ul style="list-style-type: none"> <li>Food is prepared in small batches to limit the time it is in the temperature danger zone.</li> </ul>			
<ul style="list-style-type: none"> <li>Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.</li> </ul>			
<ul style="list-style-type: none"> <li>Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.</li> </ul>			
<ul style="list-style-type: none"> <li>The internal temperature of food being cooked is monitored and documented.</li> </ul>			

### HOT HOLDING

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>Hot holding unit is clean.</li> <li>Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods.</li> </ul>			
<ul style="list-style-type: none"> <li>Hot holding unit is pre-heated before hot food is placed in unit.</li> </ul>			
<ul style="list-style-type: none"> <li>Temperature of hot food being held is at or above 140 °F.</li> </ul>			
<ul style="list-style-type: none"> <li>Food is protected from contamination.</li> </ul>			

### COLD HOLDING

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>Refrigerators are kept clean and organized.</li> <li>Temperature of cold food being held is at or below 41°F.</li> <li>Food is protected from contamination.</li> </ul>			

## CONTINUED: WEEKLY FOOD SAFETY CHECKLIST

REFRIGERATOR, FREEZER, AND MILK COOLER	Yes	No	Corrective Action
----------------------------------------	-----	----	-------------------

- Thermometers are available and accurate.
- Temperature is appropriate for pieces of equipment.
- Food is stored 6 inches off floor or in walk-in cooling equipment.
- Refrigerator and freezer units are clean and neat.
- Proper chilling procedures are used.
- All food is properly wrapped, labeled, and dated.
- The FIFO (First In, First Out) method of inventory management is used.
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
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- Temperatures of dry storage area is between 50 °F and 70°F or State public health department requirement.
- All food and paper supplies are stored 6 to 8 inches off the floor.
- All food is labeled with name and received date.
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- The FIFO (First In, First Out) method of inventory management is used.
- There are no bulging or leaking canned goods.
- Food is protected from contamination.
- All food surfaces are clean.
- Chemicals are clearly labeled and stored away from food and food-related supplies.
- There is a regular cleaning schedule for all food surfaces.
- Food is stored in original container or a food grade container



## CONTINUED: WEEKLY FOOD SAFETY CHECKLIST

### CLEANING AND SANITIZING

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>• Three-compartment sink is properly set up for ware washing.</li> <li>• Dish machine is working properly (such as gauges and chemicals are at recommended levels).</li> <li>• Water is clean and free of grease and food particles.</li> <li>• Water temperatures are correct for wash and rinse.</li> <li>• If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.</li> <li>• If using a chemical sanitizer, it is mixed correctly, and a sanitizer strip is used, or tablets are counted for correct chemical concentration.</li> <li>• Smallware and utensils are allowed to air dry.</li> <li>• Wiping cloths are stored in sanitizing solution while in use.</li> </ul>			

### UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.</li> <li>• Small equipment and utensils are washed, sanitized, and air-dried.</li> <li>• Work surfaces and utensils are clean.</li> <li>• Work surfaces are cleaned and sanitized between uses.</li> <li>• Thermometers are cleaned and sanitized after each use.</li> <li>• Thermometers are calibrated on a routine basis.</li> <li>• Can opener is clean.</li> <li>• Drawers and racks are clean.</li> <li>• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.</li> </ul>			

### LARGE EQUIPMENT

	Yes	No	Corrective Action
<ul style="list-style-type: none"> <li>• Food slicer is clean.</li> <li>• Food slicer is broken down, cleaned, and sanitized before and after every use.</li> <li>• Boxes, containers, and recyclables are removed from site.</li> <li>• Loading dock and area around dumpsters are clean</li> <li>• Exhaust hood and filters are clean.</li> </ul>			

## CONTINUED: WEEKLY FOOD SAFETY CHECKLIST

### GARBAGE STORAGE AND DISPOSAL

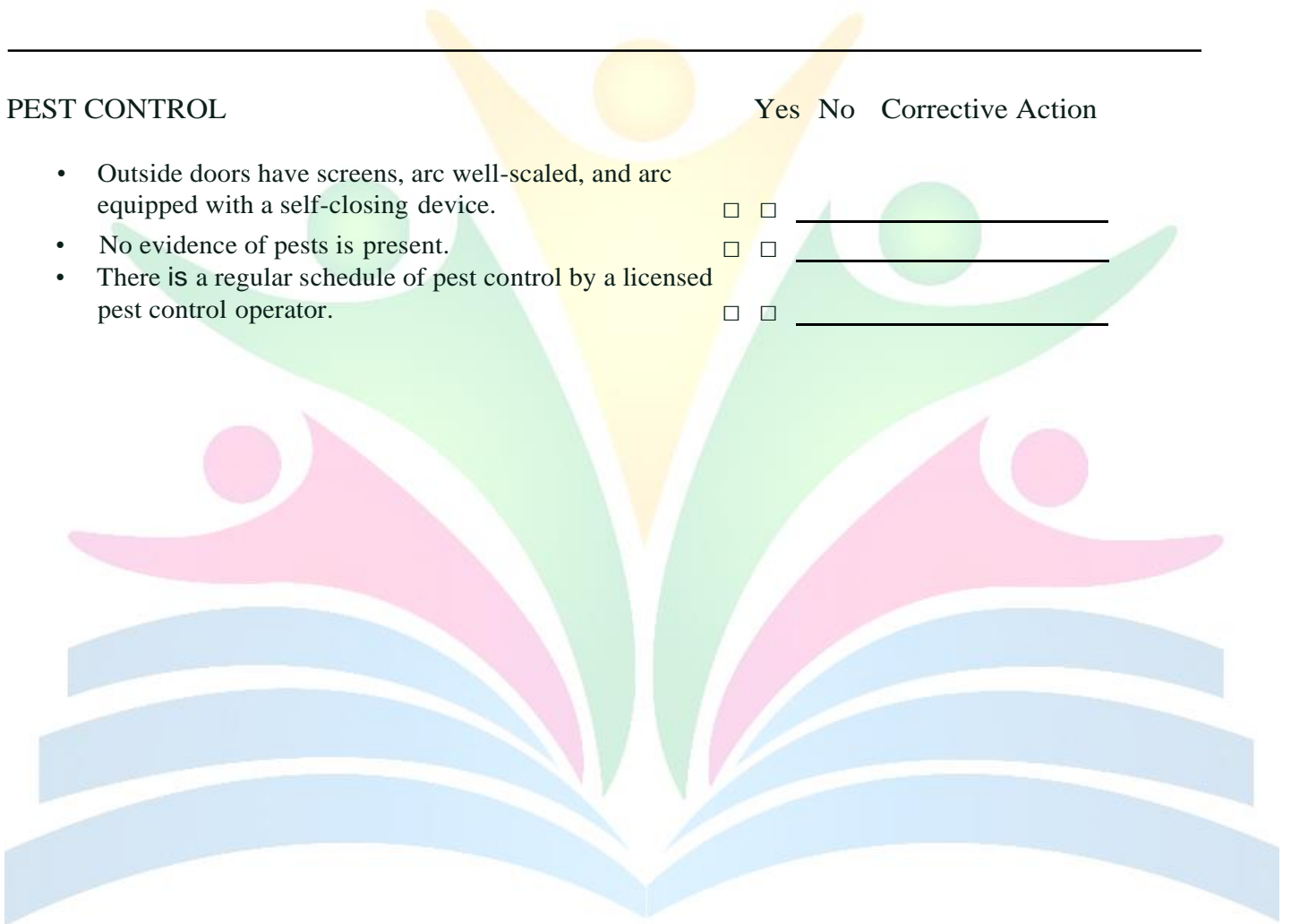
Yes No Corrective Action

- Kitchen garbage cans are clean   \_\_\_\_\_
- Garbage cans are emptied as necessary.   \_\_\_\_\_
- Boxes and containers are removed from site.   \_\_\_\_\_
- Loading dock and area around dumpster are clean.   \_\_\_\_\_
- Dumpsters are clean.   \_\_\_\_\_

### PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-scaled, and are equipped with a self-closing device.   \_\_\_\_\_
- No evidence of pests is present.   \_\_\_\_\_
- There is a regular schedule of pest control by a licensed pest control operator.   \_\_\_\_\_



## HANDLING A FOOD RECALL

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

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

**KEY WORDS:** Food Recalls

### INSTRUCTIONS:

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

## **CORRECTIVE ACTION:**

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

## **VERIFICATION AND RECORD KEEPING**

**Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log.**

**The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day.**

**Maintain the Damaged or Discarded Product Logs on file for a minimum of 5 years.**

# The International Family Academy HACCP Standard Operating Procedure

Employee acknowledgement of HACCP program SOPs's:  
 (To be filled in when employee has been trained on all SOP's)

*I have been trained or refreshed on and understand all HACCP SOP's*

Date	EMPLOYEE NAME

## HOLDING HOT AND COLD POTENTIALLY HAZARDOUS FOODS

**PURPOSE:** To prevent food borne illness by ensuring all potentially hazardous foods are held under the proper temperature.

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

**KEYWORDS:** Cross-Contamination                      Temperatures  
                         Holding                                              Hot Holding  
                         Cold Holding                                              Storage

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. State and local health department requirements are based on the *2013 FDA Food Code*:
  - Hold hot foods at 140°F or above
  - Hold cold foods at 41°F or below
4. Preheat steam tables and hot boxes.

### MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
  - Verify the air/water temperature of any unit is 140°F or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot potentially hazardous foods should be 140°F or above before placing the food out for display or service.
  - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter

CONTINUED: Holding Hot and Cold Potentially Hazardous Foods

MONITORING: continued

5. For cold foods held for service:
  - Verify the air/water temperature of any unit is 41°F or below before use.
  - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
  - All cold potentially hazardous foods should be 41°F or below before placing the food out for display or service.
  - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
  - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41°F or below.
  - Verify the air temperature of any cold holding unit is at 41°F or below before use and at least every 4 hours thereafter during all hours of operation.
  - Any prepared food (except baked goods) held longer than 72 hours must be thrown out unless it is frozen. Mayonnaise based foods such as egg salad and chicken salad must not be held longer than 48 hours.

**CORRECTIVE ACTION:**

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

1. For hot foods:
  - Reheat the food to 165°F for 15 seconds if the temperature is found to be below 140°F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 140°F.
2. For cold foods:
  - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41°F and the last temperature measurement was 41°F or below and taken within the last 2 hours:  
Place food in shallow containers (no more than 2 inches of product in a 4-inch-deep pan) and uncovered on the bottom shelf in the back of the walk-in or reach-in cooler within another pan full of ice (Pan in Pan method).  
Stir the food in a container placed in an ice water bath.
  - Add ice as an ingredient.
  - Separate food into smaller or thinner portions.

CONTINUED: HOLDING HOT AND COLD POTENTIALLY  
HAZARDOUSFOODS

CORRECTIVE ACTION: continued

3. Repair or reset holding equipment before returning the food to the unit, if applicable.  
Discard the food if it cannot be determined how long the food temperature was above 41°F.

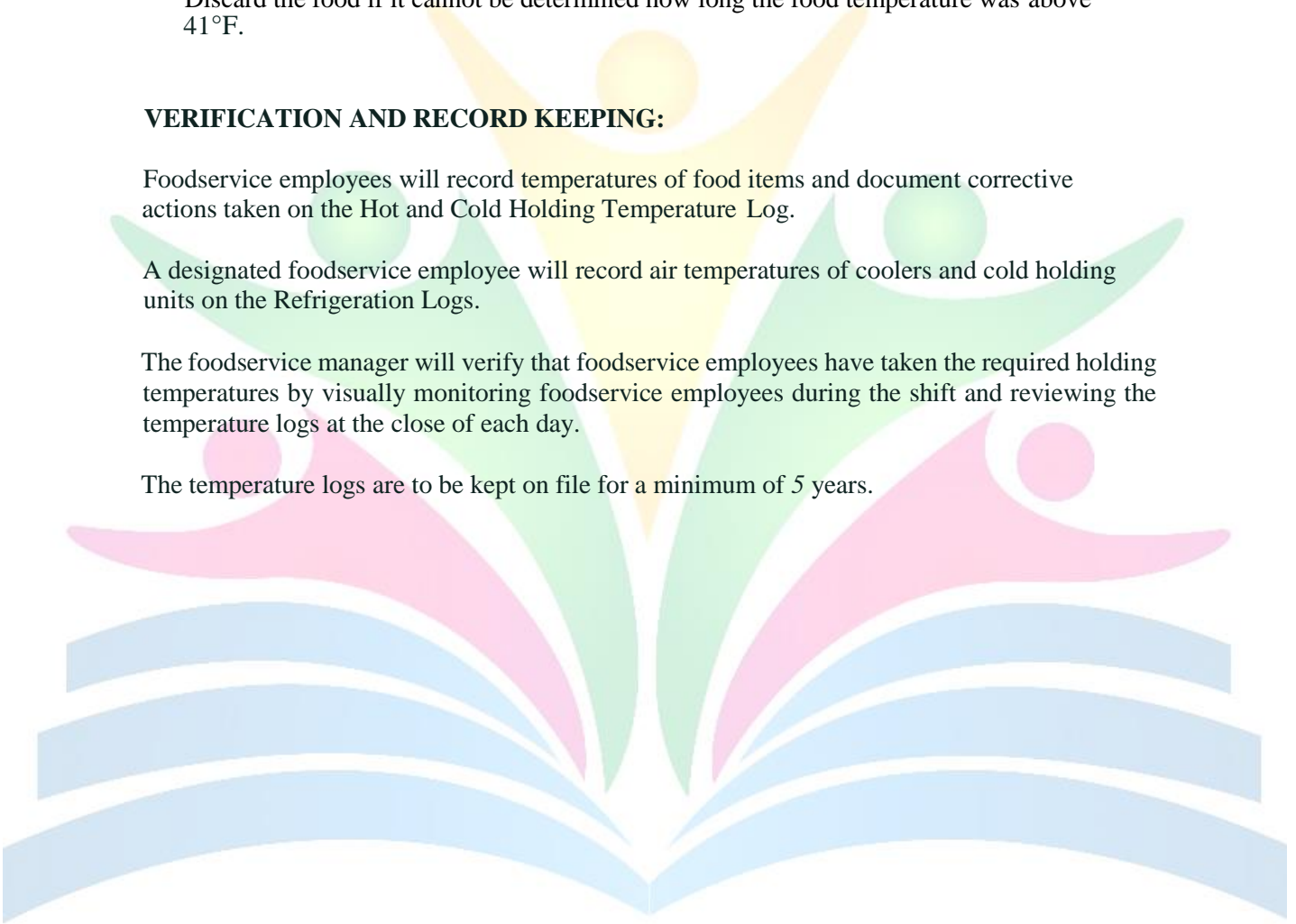
**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs.

The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day.

The temperature logs are to be kept on file for a minimum of 5 years.





### HACCP Hot Food Holding Log 2019-2020

**Instructions:** Record temperatures every 2 hours during service. Record any corrective actions taken, if applicable. The Food and Nutrition Services Manager/Designee will verify that the staff is holding food properly by visually monitoring employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 5 years.

The first line is a sample of how the log should be completed. Most schools will only have one entry per day.

Date	Food Item	Time/Temp	Time/Temp	Time/Temp	Corrective Action	Initials	By/Date
8/15	Beefa Roni	12:30 pm 160.9			Reheat to 165	DW	DP 8/21
08/16	None					DW	DP 8/22

This log is for all hot items that are not batched cooked and held over two (2) hours. If there are no food items that are holding for 2 or more hours, record the word 'none'.

Example: Beef a Roni/Spinach/ Taco Meat

## USING AND CALIBRATING THERMOMETERS

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

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

**KEY WORDS:** ... Thermometers Calibration

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220°F (104°C) or > and is appropriate for the temperature being taken. For example:
  - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, will be taken by sandwiching the thermometer between two items.
  - Use only oven-safe, bimetallic or digital thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow. Thermometers may be kept in a 200 ppm Quaternary Ammonia sanitizing solution between uses. Thermometers are to be air dried after removing from sanitizer.
8. Store food thermometers in an area that is clean and where they are not subject to contamination.

### MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.

## CONTINUED: USING AND CALIBRATING THERMOMETERS

### MONITORING: continued

#### 2 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 °F (12 °F) [or 0°C (11 °C)]. If not, adjust according to manufacturer's instructions. For Digital thermometers that are not calibratable they should read within +/- 1 (between 30° and 34°) and the appropriate adjustment in final cooking temperatures made. If off by more than 2° unit is to be exchanged for a new one after verifying battery replacement does not remedy the problem.

#### 3. To use boiling-point method:

- Immerse at least the first two inches of the probe into boiling water.
- Allow the temperature reading to stabilize before reading temperature.
- Reading should be 212 °F (12 °F) [or 100 °C (11 °F)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
- Digitals should read +/- 2° (210°-214°). If off by more than 2° unit is to be exchanged for a new one.

#### 4. Foodservice employees will check the accuracy of the food thermometers:

- At regular intervals (at least three times per week)
- If dropped
- If used to measure extreme temperatures, such as in an oven
- Whenever accuracy is in question

### CORRECTIVE ACTION:

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

1. 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.
2. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. Return digital thermometers that cannot be calibrated for replacement if they exceed the +/- 2° threshold, after verifying battery replacement is not the cause of the problem.

## CONTINUED: USING AND CALIBRATING THERMOMETERS

### CORRECTIVE ACTION: Continued

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

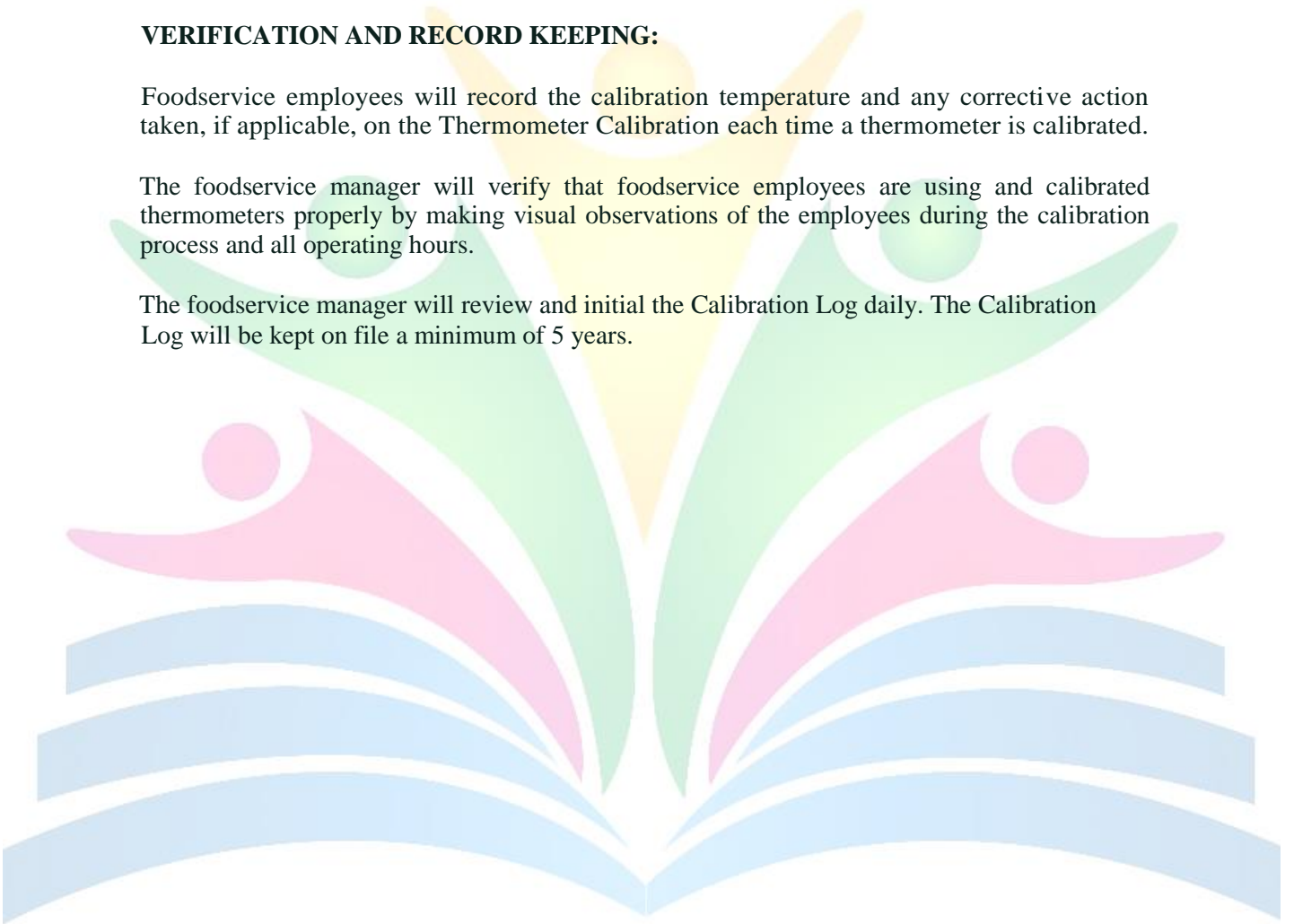
4. Retrain employees who are using, storing or calibrating food thermometers improperly.

### VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration each time a thermometer is calibrated.

The foodservice manager will verify that foodservice employees are using and calibrated thermometers properly by making visual observations of the employees during the calibration process and all operating hours.

The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 5 years.



## LAUNDRY AND LINEN USE

**PURPOSE:** All employees will ensure that clean and sanitized cloths, towels, aprons, table linens, and mop heads are used at appropriate intervals during the work period. Linens used in the foodservice department for purposes of cleaning and sanitizing are not used in other areas of the school.

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

### INSTRUCTIONS FOR LINEN USE:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed. Linens are to be used only in food service applications. Change cloths and aprons every six (6) hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.

### INSTRUCTIONS FOR LAUNDRY:

1. Linens should be washed in temperatures appropriate for color and type of fabric; generally, wash water of 120°F is recommended. Only food service linens may be washed and or dried in food service machines.
2. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth; particularly in humid conditions.
3. Clean and soiled linens are to be kept separate in the laundry. Employees should wash their hands prior to handling clean linens.
4. Any linen that comes in contact with human blood or other bodily fluids should be earmarked for special treatment in the laundry. This- special treatment would include soaking in a chlorine bleach solution and washing in a separate load.
5. Best practice is to avoid linen contact with food.

The FNS Manager will:

1. Provide sufficient containers to store clean and soiled linens separately
2. Provide appropriate cleaning agents to effectively clean all items laundered.
3. Monitor all employees to ensure that they are following procedures.
4. Follow up as necessary

## EMPLOYEE HEALTH

**POLICY:** Foodservice employees who are ill will not be allowed to be in contact with food.

**SCOPE:** All Food Service employees **INSTRUCTIONS:**

**All employees must:**

1. Follow all Personal Hygiene SOPs.
2. Do not work if they are sick or have an infection.
3. Do not work if they have a cold or flu symptoms like fever, runny nose, or sore throat.
4. Do not work if they have loose bowels (diarrhea).
5. Do not work if they are throwing up (vomiting).
6. Do not work if they have Hepatitis A, Salmonella Typhi, Shigella, or E coli 0157:H7. These diseases must be reported to the Food Service Department immediately.
7. Do not work with foods if they have an infected wound (cut, bum, or sore) on the hand. If the wound is not infected, they may use a band aid and wear disposable gloves to cover the wound after washing hands.
8. If someone at home is sick, be sure the employee washes their hands prior to starting work. Washing hands frequently at home will also help prevent spread of the disease.

**The Food Service Manager will:**

1. Ensure the Daily Food Safety Checklist is completed.
2. Observe staff for signs of illness.
3. Send employees who are too ill to work h

## 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, Illness      -

### **INSTRUCTIONS:**

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

## CONTINUED: PERSONAL HYGIENE

### MONITORING:

A designated foodservice employee will complete the Daily or Weekly Food Safety Checklist to be sure that each employee is following this SOP.

### CORRECTIVE Action

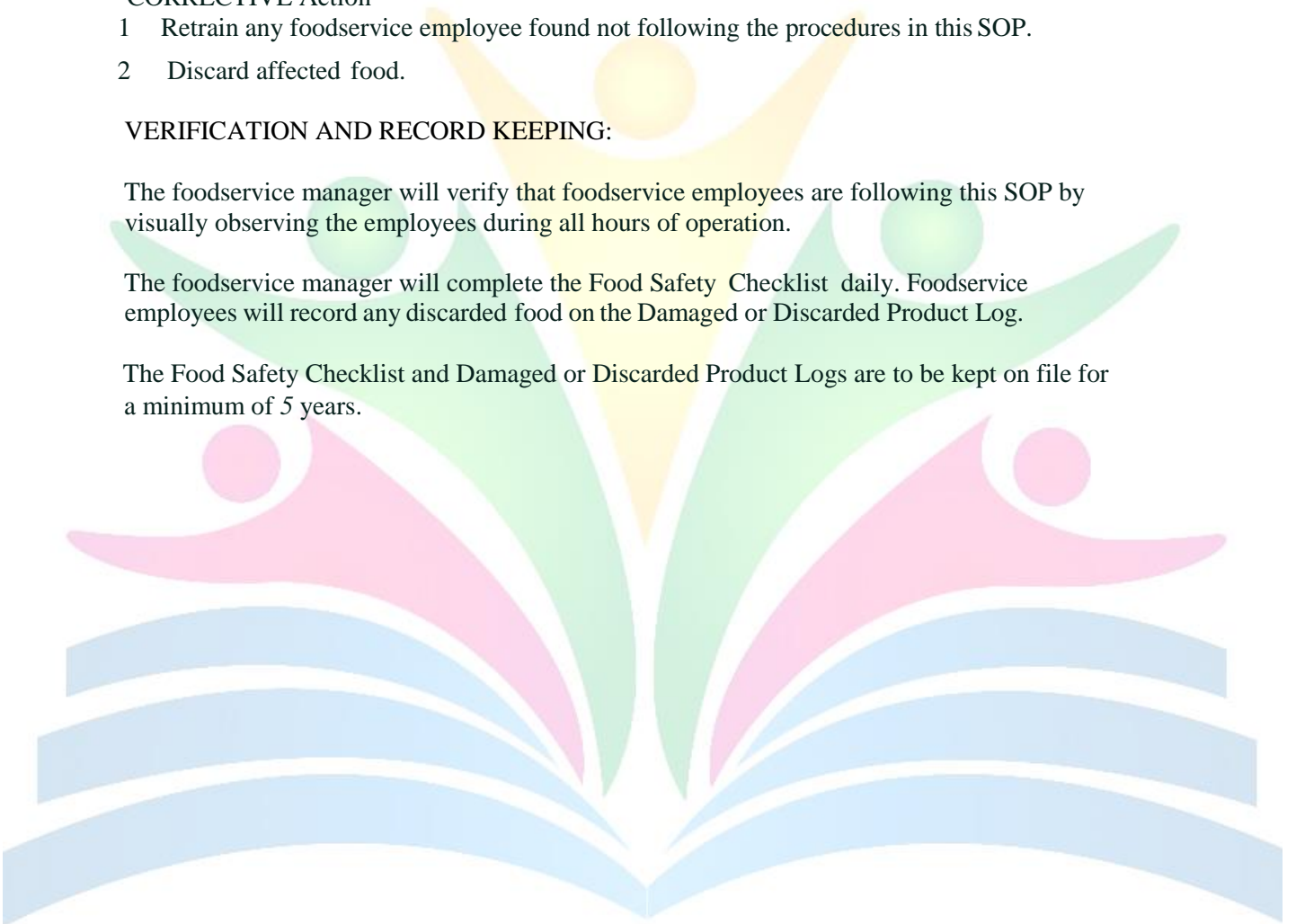
- 1 Retrain any foodservice employee found not following the procedures in this SOP.
- 2 Discard affected food.

### VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation.

The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log.

The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 5 years.





## PREVENTING CONTAMINATION AT FOOD BARS

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

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

**KEYWORDS:**

- Contamination
- Salad Bars
- Self-Service
- Food Bars

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.  
Follow State or local health department requirements.

1. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs.
2. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
3. Place all exposed food under sneeze guards and on ice if appropriate.
4. Provide an appropriate clean and sanitized utensil for each container on the food bar.
5. Replace existing containers of food with new containers when replenishing the food bar.
6. Assist customers who are unable to properly use utensils.
7. Ensure that customers use a clean dish when returning to the food bar.
8. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
9. Avoid using spray chemicals to clean food bars when in use.

## CONTINUED: PREVENTING CONTAMINATION AT FOOD BARS

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was **above** 41°F or below 140°F.

### VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation.

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log.

The foodservice manager or designee will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 5 years. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log.

The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day.

The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log must be kept on file for a minimum of 5 years.

## PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION

**PURPOSE:** To reduce food borne illness by preventing unintentional contamination or food.

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

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

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hand properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.

## CONTINUED: PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION

### **Instruction: continued**

11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
13. 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. If using pan in pan under refrigeration method use a bottom shelf with for the cooling shelf and place sheet pans under all items on the shelf above.
14. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
15. Store damaged goods in a separate location for Manager to evaluate the fitness for consumption. Any items deemed damaged or unfit are to be recorded on Damaged or Discarded Product Log. Refer to Receiving Food and Dented Can SOP's.
16. Record all refrigerator, freezer, and milk box temperatures twice daily on the refrigeration/freezer log.

### **MONITORING:**

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

### **CORRECTIVE Action:**

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

CONTINUED: PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION

VERIFICATION AND RECORD KEEPING:

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

The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily.

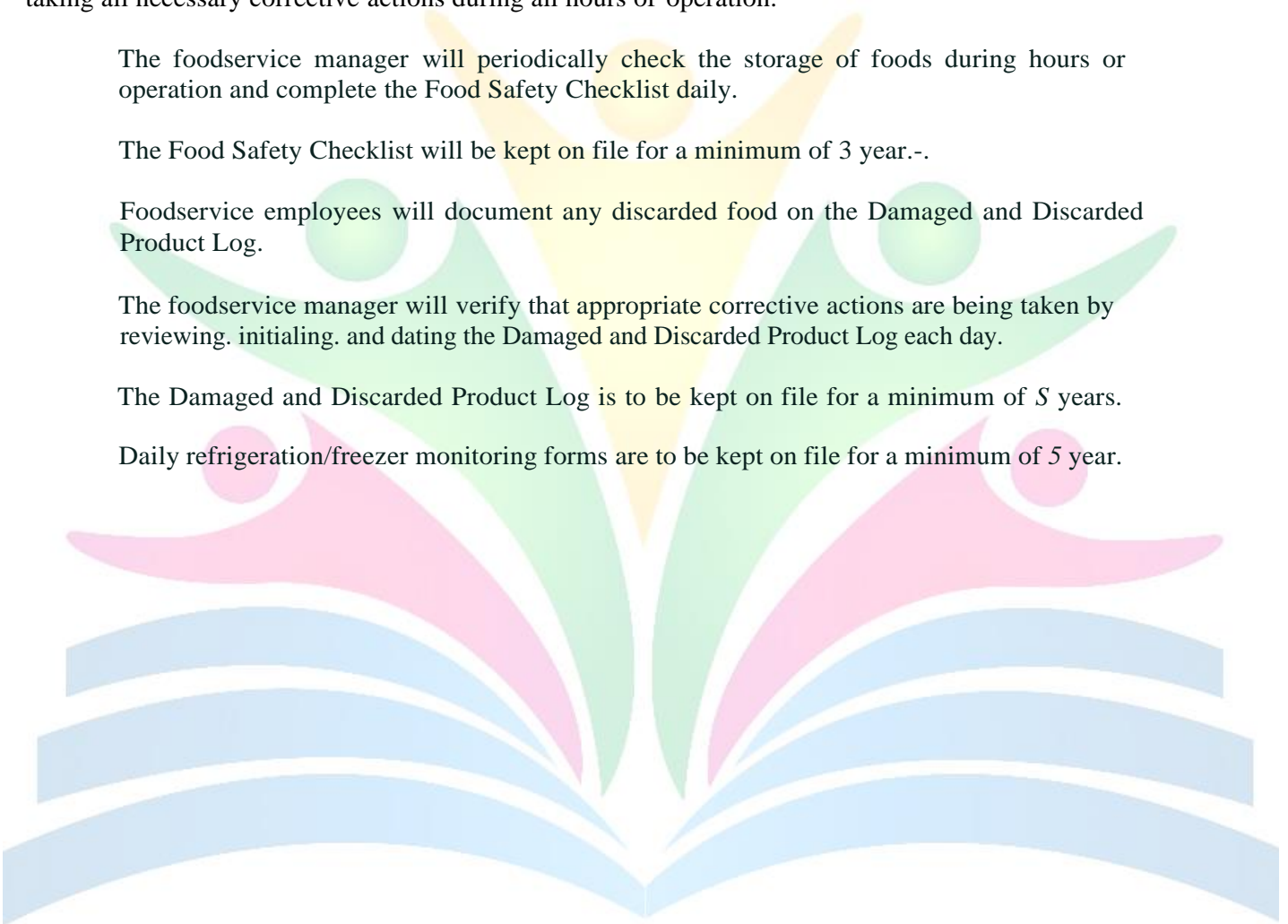
The Food Safety Checklist will be kept on file for a minimum of 3 year.-.

Foodservice employees will document any discarded food on the Damaged and Discarded Product Log.

The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day.

The Damaged and Discarded Product Log is to be kept on file for a minimum of 5 years.

Daily refrigeration/freezer monitoring forms are to be kept on file for a minimum of 5 year.





## RECEIVING DELIVERIES

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

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

**KEYWORDS:** Cross-Contamination    Temperatures  
Holding Frozen Goods    Receiving    Delivery

### INSTRUCTIONS:

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

## CONTINUED: RECEIVING DELIVERIES

### **MONITORING:**

1. When possible, inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks when possible.
3. Confirm vendor name, day and time of delivery before accepting delivery. Check frozen foods to ensure that they are all from solid and show no signs of thawing and refreezing. such as the presence of large ice crystals or liquids on the bottom of cartons.
4. Check the temperature of refrigerated foods.
  - 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 41°F or below. The temperature of milk should be 45 °F or below.
  - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product.
  - c. For eggs, the interior temperature of the truck should be 45°F or below.
5. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
6. Check the integrity of food packaging.
7. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates or foods that do not meet the temperature requirements outlined above.

### **CORRECTIVE ACTION:**

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

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

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log.

The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day.

Receiving Logs are kept on file for a minimum of 5 years.



**HACCP Receiving Log      2019-2020**

Instructions: Use the Log for all deliveries. Record any temperatures and corrective action taken on the Receiving Log. The Food and Nutrition Services Manager/Designee will verify that the staff has taken the required temperatures by visually monitoring employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 5 years.

**The first line is a sample of how the log should be completed.**

<b>Date</b>	<b>Time</b>	<b>Vendor</b>	<b>Product Name</b>	<b>Temp</b>	<b>Corrective Action Taken</b>	<b>Verified by/ Date</b>
8/15	8:15	US Foods	Chicken Patties	20.4	Place In Freezer	DP 8/2 1

*(This log is for food items that enter our kitchen. You should choose 2 frozen items and 2 cold items. Bread is visual; you want to make sure there is no mold, rips, or holes in the package)*

## REHEATING POTENTIALLY HAZARDOUS FOODS

**PURPOSE:** To prevent food borne illness by ensuring 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  
Hot Hot Holding

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer *to* the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements. Heat processed ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos can on first opening cooking be heated to an internal temperature of at least 140 °F for 15 seconds for hot holding. As a leftover they must be reheated to 165 °F for 15 seconds.
3. Reheat the following products to 165 °F for 15 seconds:
  - Any food that is cooked, cooled, and reheated for hot holding
  - Leftovers reheated for hot holding &
  - Products made from leftovers, such as soup
  - Precooked, processed foods that have been previously cooled
  - Record start and end temperatures and time on preplanning sheets or batch log as applicable.
4. Reheat food for hot holding in the following manner if using a microwave oven:
  - Heat processed, ready-to-eat foods from a package or can to at least 140 °F for 15 seconds
  - Heat leftovers to 165 °F for 15 seconds and do so rapidly (30 minutes or less if possible)
  - Rotate (or stir) and cover foods while heating
  - Allow to sit for 2 minutes after heating
5. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit

## CONTINUED: REHEATING POTENTIALLY HAZARDOUS FOODS

### **MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two (2) internal temperatures from each pan off food.

### **CORRECTIVE ACTION:**

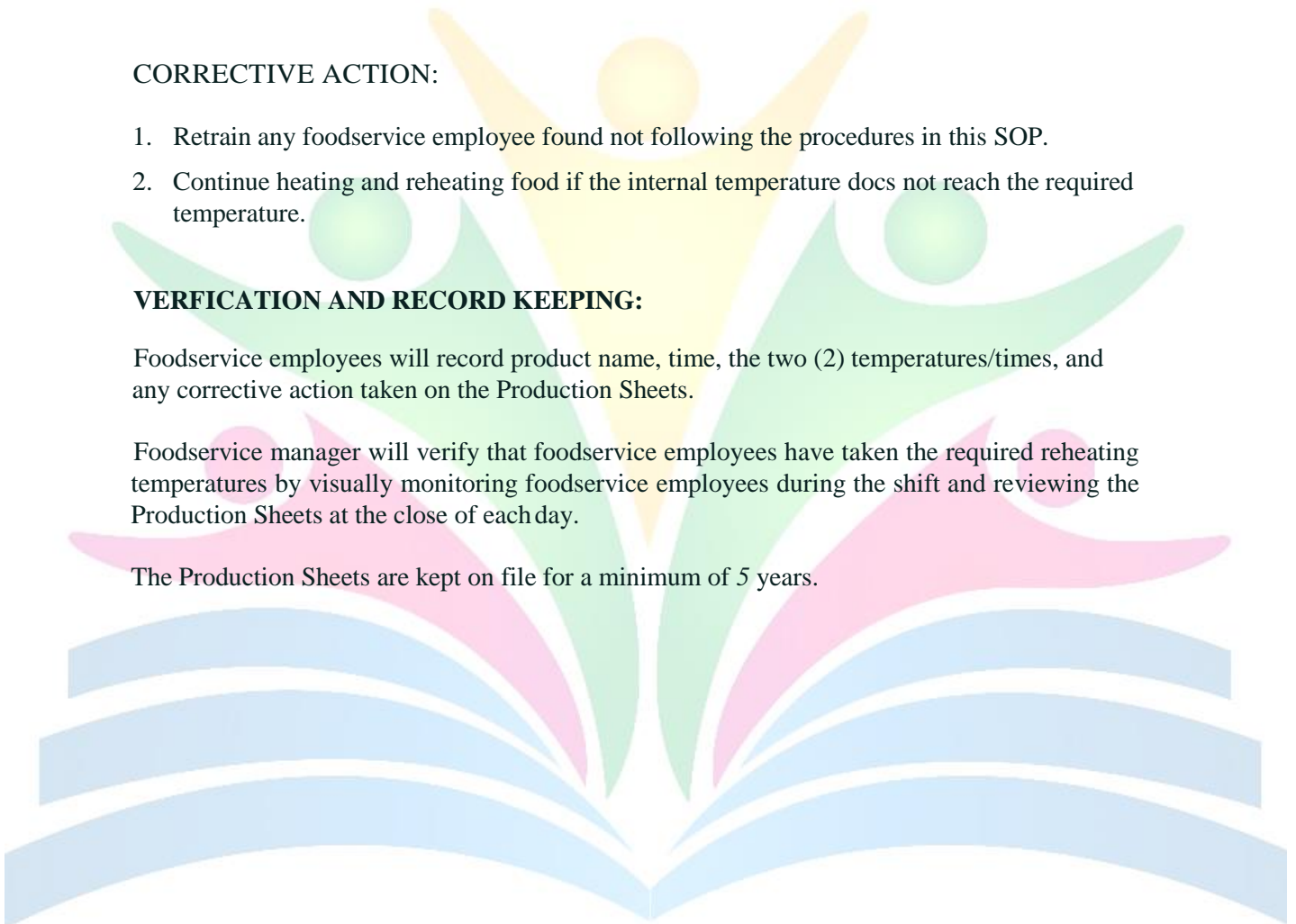
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating and reheating food if the internal temperature does not reach the required temperature.

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

Foodservice employees will record product name, time, the two (2) temperatures/times, and any corrective action taken on the Production Sheets.

Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing the Production Sheets at the close of each day.

The Production Sheets are kept on file for a minimum of 5 years.



## RESPONDING TO A PHYSICAL HAZARD COMPLAINT

**POLICY:** All school foodservice personnel will respond to a complaint of a physical hazard found in food promptly and will show concern for the individual making the complaint

**PROCEDURES:** Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. Take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object and the box/bag from which it came, if known.
5. Record the manufacturer, codes, and dates listed on the box.
6. Report the incident to the unit supervisor/district director, so appropriate follow-up can be done.

The Area supervisor will:

1. 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.
2. Complete the Physical Hazard Incident Report.
3. Follow up as necessary.
4. File corrective action in HACCP file.

# Physical Hazard Incident Report

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Time/Meal: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Food Item: \_\_\_\_\_

Object description:

\_\_\_\_\_

\_\_\_\_\_

Manufacturer's product information:

\_\_\_\_\_

\_\_\_\_\_

Summary of Incident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Injury to child:

\_\_\_\_\_

\_\_\_\_\_

Bag, label, and Indicate current location of object:

\_\_\_\_\_

\_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Corrective action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RESPONDING TO A FOOD BORNE ILLNESS COMPLAINT

**Policy:** All school foodservice personnel will respond to a complaint of a food borne illness promptly and will show concern for the individual making the complaint.

**Procedures:** When a complaint is received related to a food borne illness, employees will:

1. Indicate concern for the individual and let that person know that the complaint will be referred to the School Foodservice Manager.
2. Contact the School Foodservice Manager if she/he is onsite.
3. Write down information about the complaint if the School Foodservice Manager is not on site. Fill out all or the information at the top of the *Food Borne Illness Incident Report*.

**The School Foodservice Manager will:**

1. Talk with the individual making the complaint. Get basic information required to complete the *Food borne Illness Incident Report*.
2. Notify the District School Foodservice Director or Area Supervisor as soon as possible.
3. Remove all food from service related to the suspected illness and store it in the refrigerator - label it "DO NOT EAT" and date it.

The District School Foodservice Director or Designee will:

1. Call the local Health Department to report the suspected outbreak and obtain assistance with the food borne illness investigation.
2. Contact the school Administration to assess and document:
  - Symptoms
  - Names and phone numbers and address of students and staff affected
3. Notify District Administrative Staff, if appropriate. Provide pertinent information needed to answer questions.
4. Work with the media should they become involved.

# Food Borne Illness Incident Report

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Time/Meal: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Address/Telephone: \_\_\_\_\_

Physician Contact Information: \_\_\_\_\_

Health Dept. Contact Name & Date: \_\_\_\_\_

Suspected Food Item (s) & Manufacturer's Product Information:

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Description of preparation

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Summary of Incident:

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Symptoms:

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Recall of activities

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Bag, label, date, and indicated current storage location of food:

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Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Results of Investigation:

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Corrective Action:

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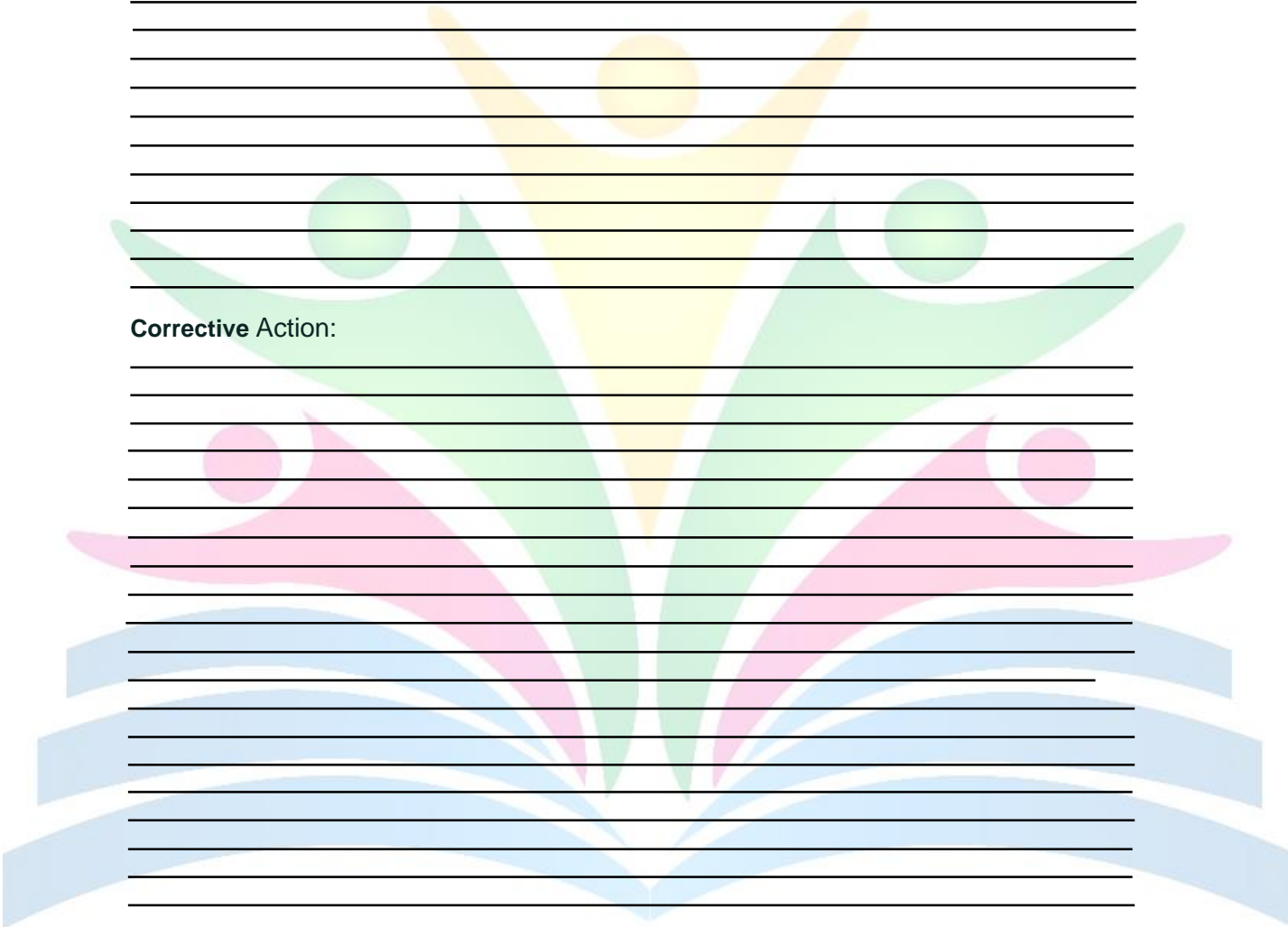
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## SERVING FOOD

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

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

**KEYWORDS:** Cross-Contamination Service

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee Health and Hygiene Policy. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP and Employee Hygiene SOP.
4. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
5. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
6. Store utensils with the handles up or by other means to prevent contamination.
7. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
8. Serve food with clean and sanitized utensils.
9. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
10. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

## CONTINUED: SERVING FOOD

### 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:

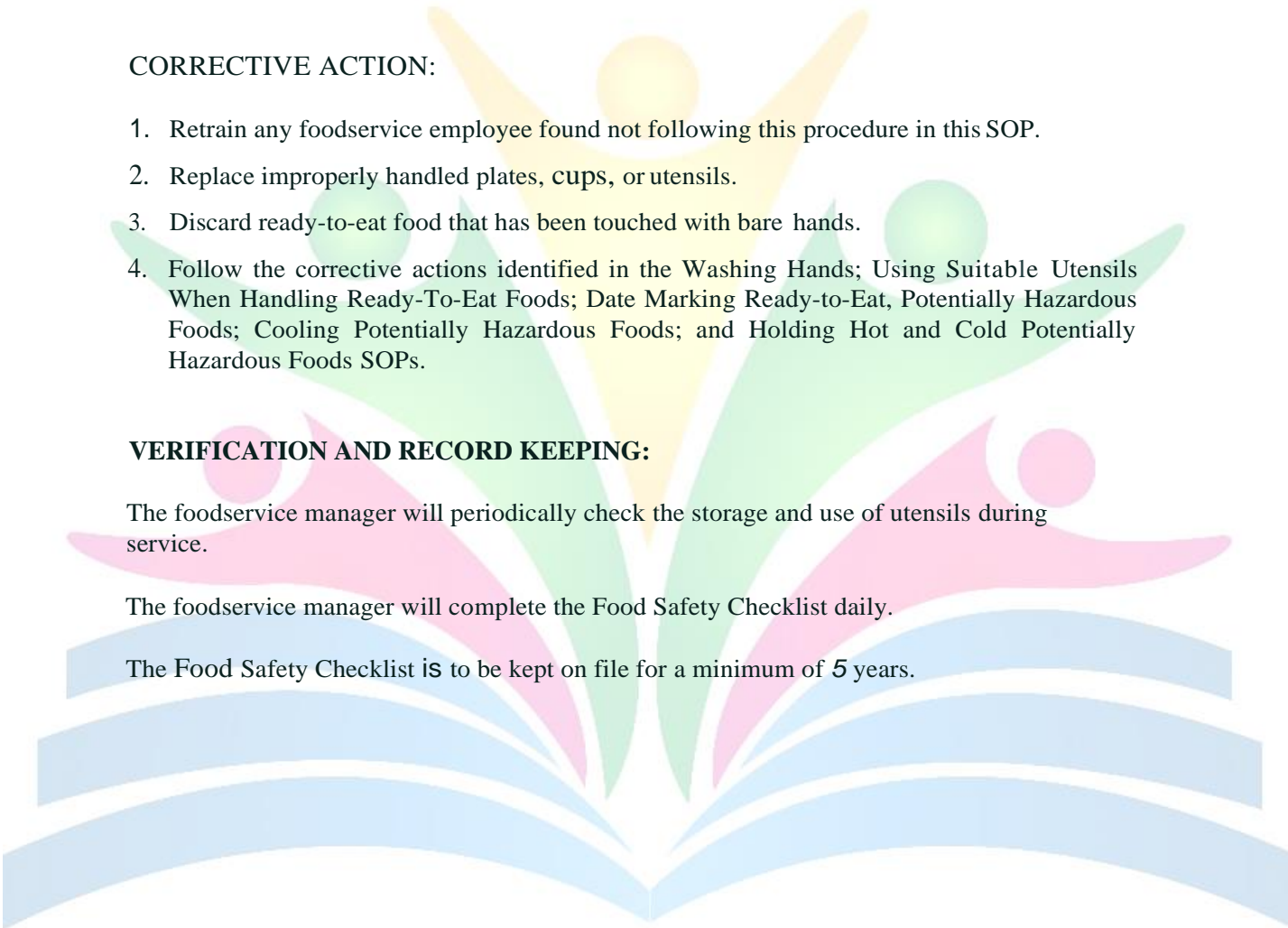
1. Retrain any foodservice employee found not following this procedure in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When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

### VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service.

The foodservice manager will complete the Food Safety Checklist daily.

The Food Safety Checklist is to be kept on file for a minimum of 5 years.



# STORING AND USING POISONOUS OR TOXIC CHEMICALS

**PURPOSE:** To prevent food borne illness by chemical contamination.

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

Keywords: Chemicals    Cross Contamination    Material Safety Data Sheet    Contamination

## INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Material Safety Data Sheets (MSDS) shall be stored in the Managers Office with employee access at alltimes.
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance if not clear or label has been lost/worn off. Labels should never be removed intentionally.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards if necessary.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local Health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed or visually verify the correct number of tablets are used.
12. **Do not** use chemical containers for storing food or water or food containers to store chemicals.
13. In an emergency, use only **hand** sanitizers that *comply with the 2013 FDA Food Code. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the 2013 FDA Food Code.*

## CONTINUED: STORING AND USING POISONOUS OR TOXIC CHEMICALS

### INSTRUCTIONS: continued

14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily 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 Damaged and Discarded Product Log.

The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day.

The Food Safety Checklist and Damaged and Discarded Product Log., are kept on file for a minimum of 5 years.

## TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)

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

**SCOPE:** This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

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

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. State or local health department requirements:
  - Keep frozen foods frozen during transportation.
  - Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are transported hot at 140 °F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. Prepare the food carrier before use:
  - Ensure that all surfaces of the food carrier are clean.
  - Wash, rinse, and sanitize the interior surfaces.
  - Ensure that the food carrier is designed to maintain cold food temperatures at 41°F and hot food temperatures at 140°F or above.
  - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. Store food in containers suitable for transportation. Containers should be:
  - Rigid and sectioned so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous to avoid leakage
  - Easy-to-clean or disposable
  - Approved to hold food

CONTINUED: TRANSPORTING FOOD TO REMOTE SITES (SATELLITE KITCHENS)

**INSTRUCTIONS: continued**

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site recording temperature and time on the Food Transportation Log. For cold meal pickup situations, the receiving school must record the time and temperature of meals upon arrival along with any corrective actions on the daily meal rosters (breakfast & lunch) that are returned to the base kitchen.

**MONITORING:**

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it:
  2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Record the temperature and time just prior to departure to satellite on the Food Transportation log.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 140°F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

CONTINUED: TRANSPORTING FOOD TO REMOTE SITES  
(SATELLITE KITCHENS)

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice employees will record food product name, base temperature, time and any corrective action taken on the Food Transport Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and time and corrective action taken on the Food Transport Log.

The foodservice manager at base kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Food Transport Log daily.

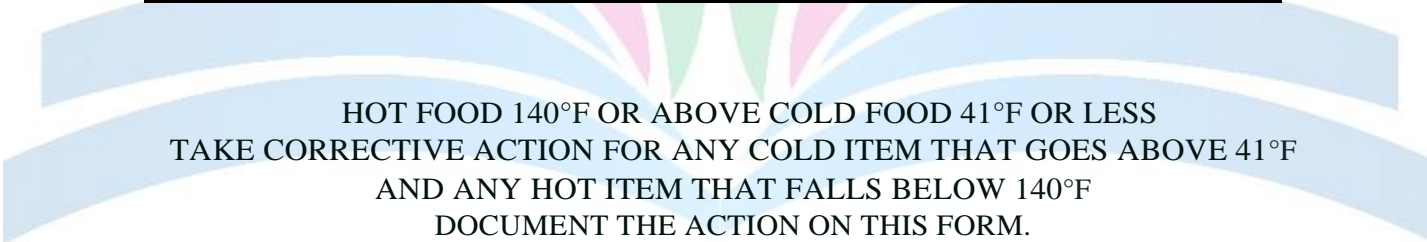
The foodservice employee at the remote site(s) will verify that the foods received are at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Food Transport Log daily.

All logs are to be kept on file for a minimum of 5 years.

DATE: \_\_\_\_

BASE SCHOOL: -----

Menu Item	Base School Time/Temp	Initial	Satellite School Time/Temp	Initial	CORRECTIVE ACTION



HOT FOOD 140°F OR ABOVE COLD FOOD 41°F OR LESS  
 TAKE CORRECTIVE ACTION FOR ANY COLD ITEM THAT GOES ABOVE 41°F  
 AND ANY HOT ITEM THAT FALLS BELOW 140°F  
 DOCUMENT THE ACTION ON THIS FORM.  
 RECORD TIME AND INITIAL ALL TEMPERATURES YOU RECORD

USING SUITABLE UTENSILS WHEN HANDLING  
 READY-TO-EAT FOODS



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

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

**KEYWORDS:**           • Ready-to-Eat Food           • Cross-Contamination

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated (refer 10 hand washing SOP).
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
  - Single use gloves
  - Deli tissue
  - Foil wrap
  - Tongs, spoodles, spoons, and spatulas
  - Leave utensils in serving pans with handle out during service. Do not leave utensils out at room temperature.
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

## CONTINUED: USING SUITABLE UTENSILS WHEN HANDLING READY-TO-EAT FOODS

### 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 the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

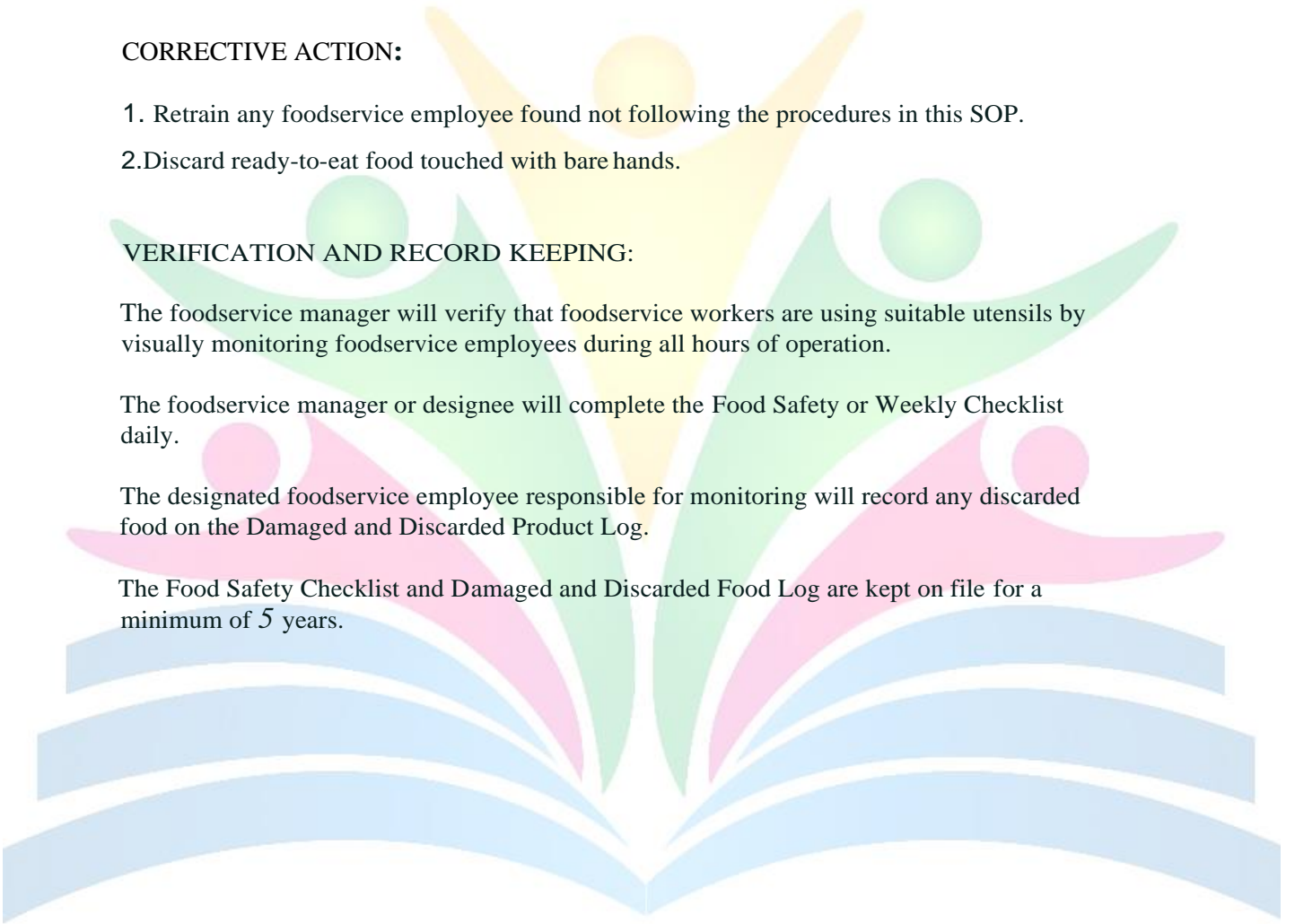
### VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation.

The foodservice manager or designee will complete the Food Safety or Weekly Checklist daily.

The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log.

The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 5 years.



## USING TIME ALONE AS A PUBLIC HEALTH CONTROL TO LIMIT BACTERIA GROWTH IN POTENTIALLY HAZARDOUS FOODS

**PURPOSE:** To prevent food borne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

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

**KEY WORDS:** Temperatures, Holding, Time as a Public Health Control

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements if time alone is allowed:  
(NOT currently **allowed in Broward County**):
  - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
  - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
  - Procedures that are followed when food is in the danger zone for greater than 4 hours.
2. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.
3. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
4. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

**CONTINUED: USING TIME ALONE AS A PUBLIC HEALTH CONTROL TO LIMIT BACTERIA GROWTH IN POTENTIALLY HAZARDOUS FOODS**

**MONITORING:**

1. Foodservice employees will continually monitor to ensure foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found *not* following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

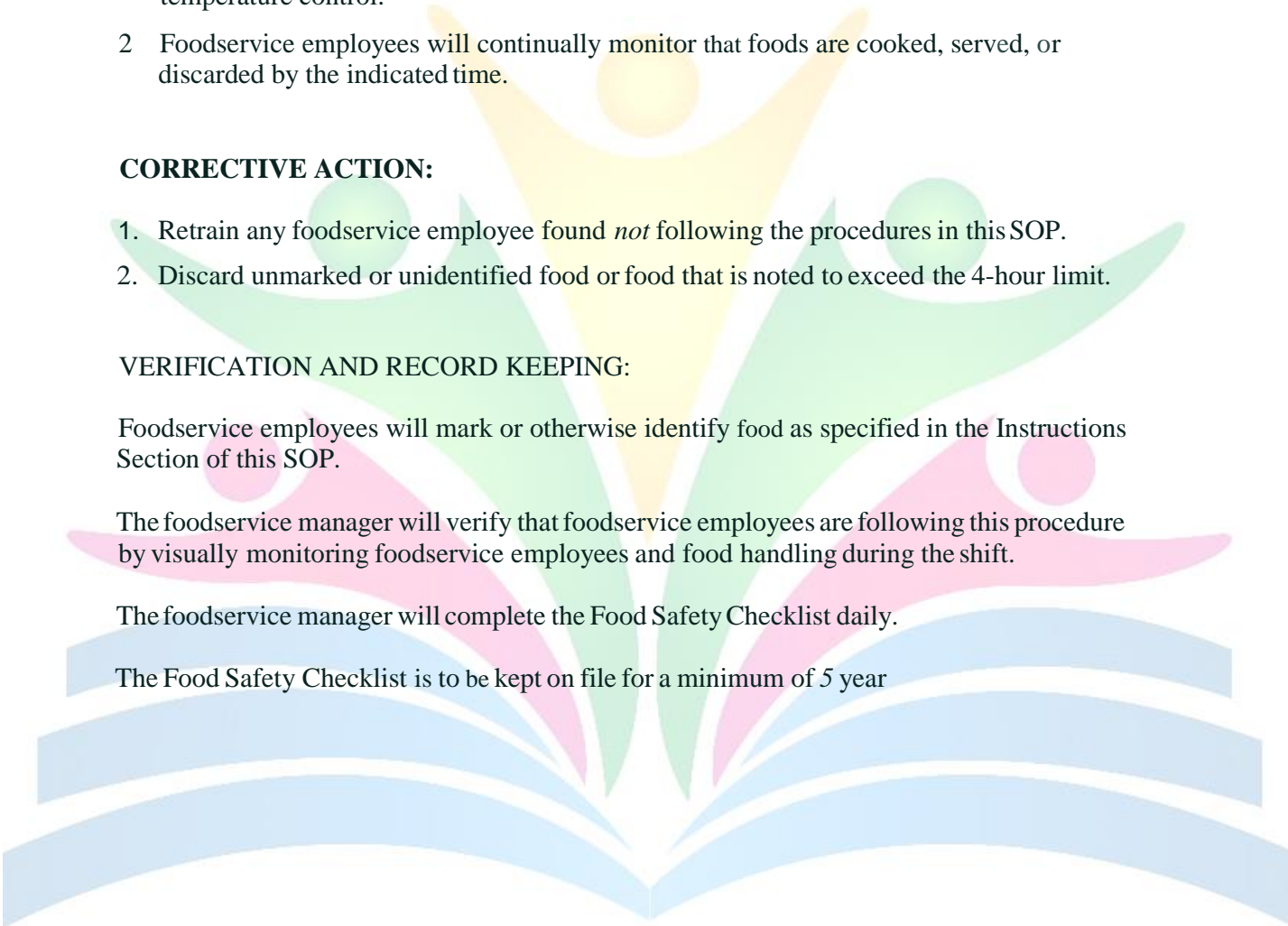
**VERIFICATION AND RECORD KEEPING:**

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP.

The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift.

The foodservice manager will complete the Food Safety Checklist daily.

The Food Safety Checklist is to be kept on file for a minimum of 5 year



## WASHING FRUITS AND VEGETABLES

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

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

**KEYWORDS:** Fruits Vegetables  
Cross-Contamination Washing

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements as directed by Health Inspectors.
3. Wash hands using the proper procedure (refer to hand washing SOP).
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 with the exception of oranges and bananas.
  - Fruits and vegetables that are peeled and cut to use in rooking or served ready-to-cal.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2013 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-cat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 3 days if held at 41°F or below. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Cover all produce under refrigeration or in dry storage.

## CONTINUED: WASHING FRUITS AND VEGETABLES

### **MONITORING:**

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

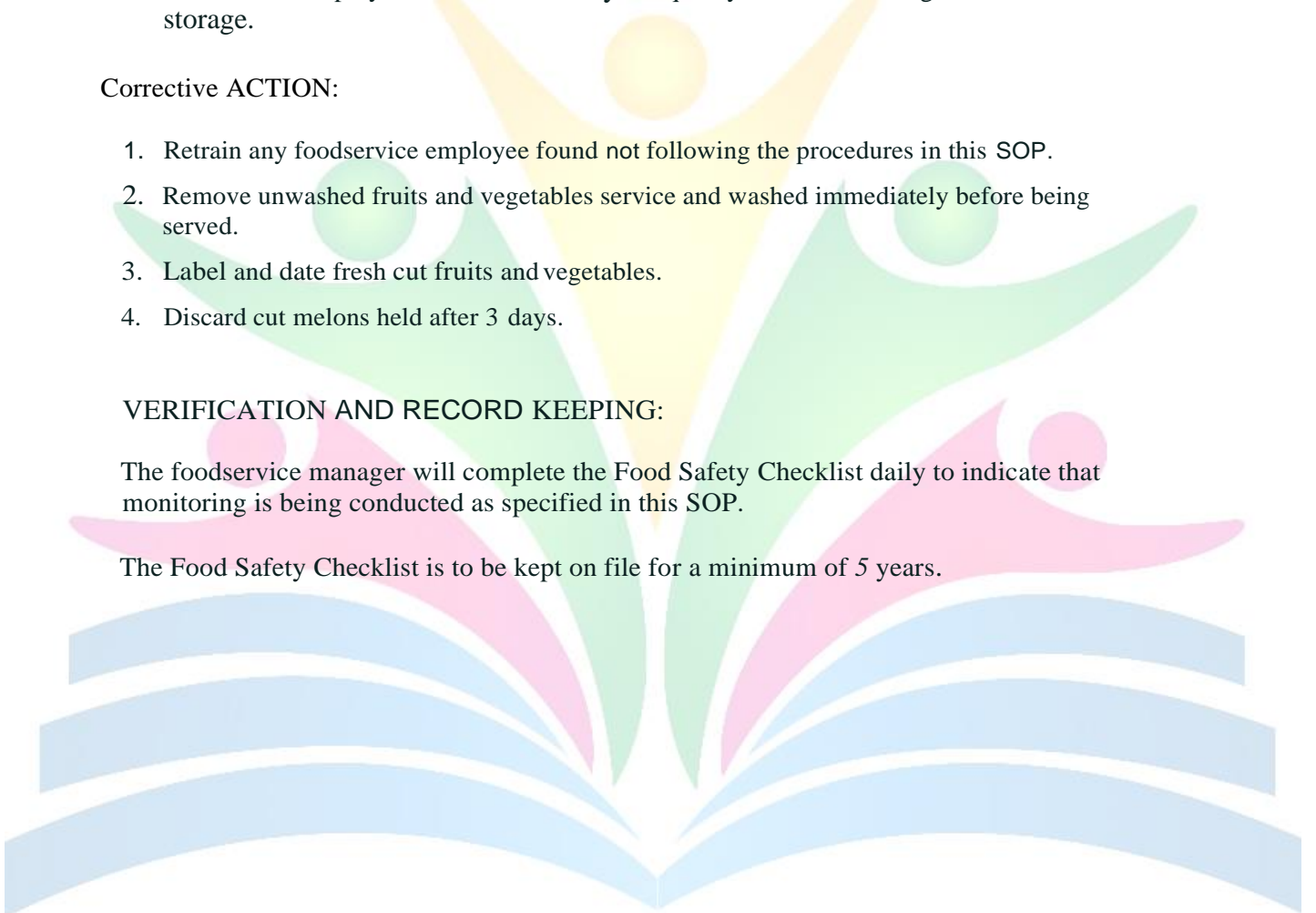
### **Corrective ACTION:**

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

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

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP.

The Food Safety Checklist is to be kept on file for a minimum of 5 years.



# WASHING HANDS

**PURPOSE:** To prevent food borne illness by contaminated hands.

**SCOPE:** This procedure applies to anyone who handles, prepare, and serve food.

**KEY WORDS:** Hand washing, Cross-Contamination

## INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
4. Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
5. Provide warm running water (minimum 100°F), soap, and a means to dry hands. Provide a waste container at each hand-washing sink or near the door in restrooms.
6. Keep hand-washing sinks accessible anytime employees are present.

Wash hands:

- Before starting work
- During food preparation
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After using the toilet
- After sneezing, coughing, or using a handkerchief or tissue
- After touching hair, face, or body
- After smoking, eating, 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

## CONTINUED: WASHING HANDS

### **INSTRUCTIONS: continued**

7. Follow proper hand washing procedures as indicated below:
  - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
  - Dry hands and forearms thoroughly with single-use paper towels.
  - Dry hands for at least 30 seconds if using a warm air hand dryer.
  - Turn off water using paper towels.
  - Use paper towel to open door when exiting the restroom.

### **MONITORING:**

1. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation and record on Daily or Weekly checklist.
2. The designated employee will visually observe that hand washing sink, are properly supplied during all hours of operation.

### **Corrective ACTION:**

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

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

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

The Food Safety Checklist is to be kept on file for a minimum of 5 years.



## VISITORS IN FOODSERVICE

**POLICY:** Visitors (including students, non-production staff, vendors, and volunteers) in the foodservice department will be kept to a minimum. When visitors are present, they must adhere to food safety practices followed in the department.

**PROCEDURES:** The Manager and employees must

1. Limit the access of visitors in the food production area
2. Provide hair restraints for all visitors to food production areas.
3. Ask all visitors to wash their hands following foodservice operation's procedures.

The Manager will:

1. Post signs to inform all visitors of the following procedures:
  - Limited access, to foodservice production areas
  - Location of and proper use of hair restraints.
  - location of and proper use of hand washing stations
  - Departmental policy memo concerning " Adults in food preparation area "
2. Monitor visitors in production areas to ensure that procedures are followed.

**PURPOSE:** All new foodservice employees will receive training on basic food safety procedures during their first day of employment.

**SCOPE:** This procedure applies to all foodservice employees.

**INSTRUCTIONS:**

1. Employee will meet with foodservice manager to receive training on basic food safety procedures and view the New Employed Food Safety Orientation Power Point presentation.
2. Review each point in the Food Safety Daily Checklist with Manager. Each procedure will be discussed thoroughly with implications for food safety described.
3. Ask questions of Manager if policy or procedure is not clear.
4. Read, initial, and date The New Employee Food Safety Orientation Sign Off Sheet indicating they have been instructed on basic food safety. Manager also must initial and date form.

**The Manager will:**

1. Schedule 20-25 minutes for the orientation session.
2. Inform new employees of the purpose and time of the session.
3. Explain the purpose of the checklist to employees.
4. Discuss each item on the daily checklist after viewing Food Safety Power Point with new employee. Refer to the department Standard Operating Procedures Manual as necessary. Check off each procedure as it is discussed. If employees have questions, please note and follow up, if appropriate.
5. After reviewing all procedures, supervisor should request employees to read, sign, and date the statement at the end of the form, indicating understanding and agreement. The supervisor also should sign and date the form.
6. Inform employees that a copy will be placed in their personnel file.
7. Remind employees of the location of a copy of the department Standard Operating Procedures Manual. This manual can be used as a reference, if questions or concerns occur later.
8. Thank employees for participating. Emphasize again the priority of food safety and the involvement of every staff member.

# New Employee Food Safety Orientation Sign off Sheet:

School: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Print

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

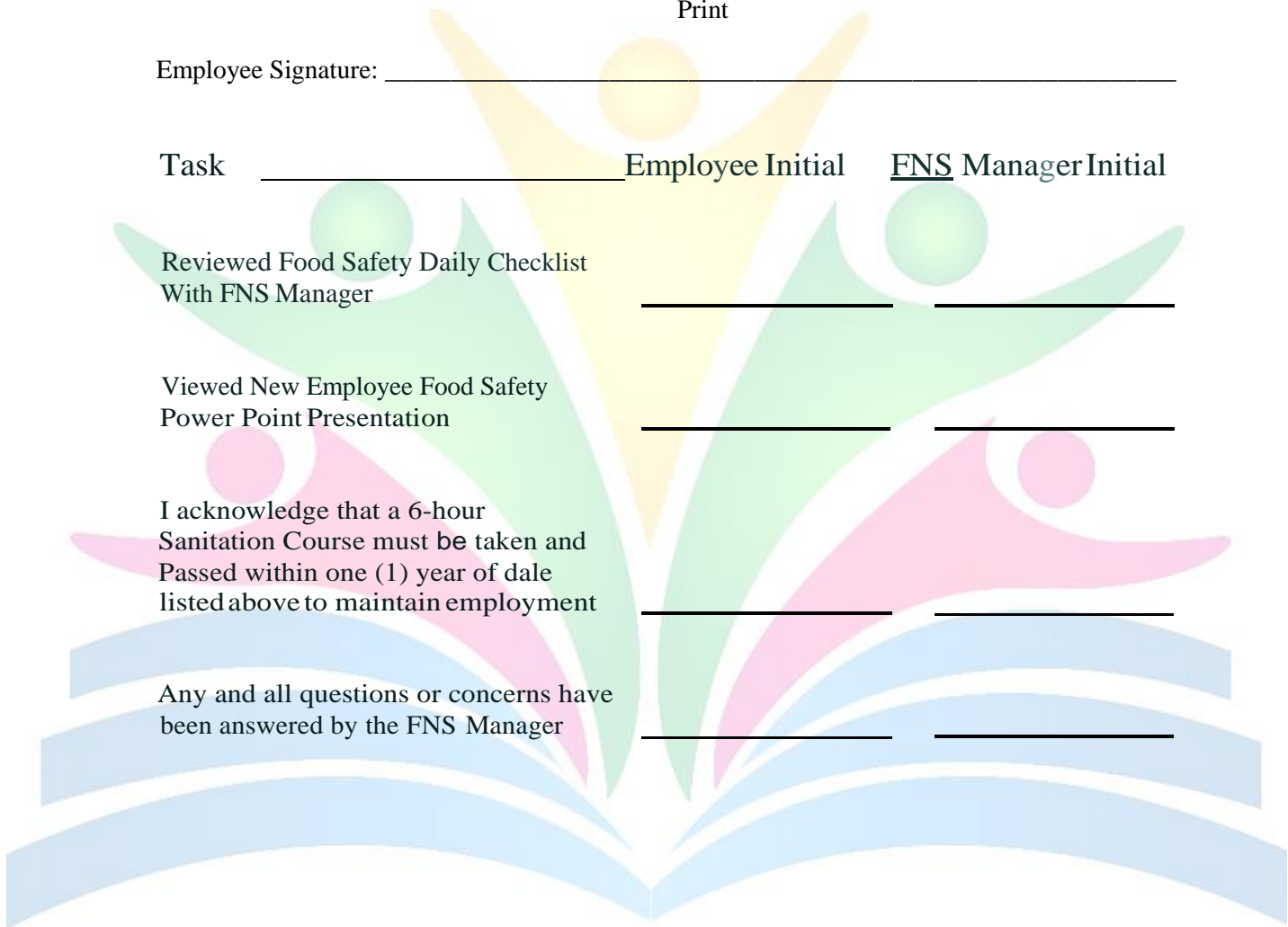
Task	Employee Initial	FNS Manager Initial
------	------------------	---------------------

Reviewed Food Safety Daily Checklist With FNS Manager	_____	_____
-------------------------------------------------------	-------	-------

Viewed New Employee Food Safety Power Point Presentation	_____	_____
----------------------------------------------------------	-------	-------

I acknowledge that a 6-hour Sanitation Course must be taken and Passed within one (1) year of dale listed above to maintain employment	_____	_____
----------------------------------------------------------------------------------------------------------------------------------------	-------	-------

Any and all questions or concerns have been answered by the FNS Manager	_____	_____
-------------------------------------------------------------------------	-------	-------



## EDUCATION IN FOOD SAFETY CONTINUED

**PURPOSE:** All foodservice employees will receive retraining and Certification on basic food safety procedures every three years of their employment. Employees will be trained on all SOP's of HACCP program.

**SCOPE:** This procedure applies to all foodservice employees.

**KEY WORDS:** Sanitation Class..... Sanitation Certificate.... HACCP

### **INSTRUCTIONS:**

1. Every employee will sign the FNS Training Sheet acknowledging the expiration date of their Sanitation Certificate at the beginning of each school year.
2. Every employee will register and attend a 6-hour Sanitation class prior to the expiration of their current Sanitation Certificate.
3. If an employee fails to obtain recertification by passing the class, they will not be allowed to work as a permanent employee.
4. Employees will sign off on acknowledgement of HACCP SOP form after they have been trained on all SOP's.

### **The Foodservice Manager will:**

1. Verify that all employees sign and acknowledge the expiration dates for their Sanitation Certificates at the start of each school year.
2. Make the schedule of Sanitation classes readily available to all employees.
3. Register employees for Sanitation class.
4. Promptly inform Area Supervisor if any employee has not been recertified by their expiration date.
5. Train all employees on all SOP's and maintain HACCP acknowledgment log.

## FOOD SERVICE FOR REMOTE LOCATIONS

(Kiosks, Breakfast in the Classroom/Rosters, Portable Carts, Field Trips,  
Fresh Fruit and Vegetable Program)

**PURPOSE:** To prevent foodborne illness from occurring when meals are served outside of the cafeteria.

**SCOPE:** This procedure applies to facilities or part of a facility where food is stored, prepared, or served such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside of a dedicated cafeteria and kitchen area. This procedure includes individuals who transport food from a kitchen (i.e. sack lunches) and store or serve food outside of a dedicated cafeteria and kitchen area. This requirement applies to all Programs-school breakfast (rosters/kiosks/carts), breakfast in the classroom, school lunch (rosters/kiosks/carts), after school snack, field trips and the Fresh Fruit and Vegetable Program.

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and maintain the temperature of hot, potentially hazardous foods at 140°F or above.
3. Wash hands thoroughly before beginning procedure, when changing tasks, before putting on gloves, and before distributing any food.
4. Sanitize surfaces where food will be prepared, distributed and consumed using an approved sanitizer and a clean rag or single use paper towel.
5. Refer to Cooking Potentially Hazardous Foods SOP for proper cooking methods and temperatures for each menu item.
6. Use insulated NSF approved food carriers for transporting foods. Ensure that all surfaces of the food carrier are clean and in good condition.
7. Sanitize the food carrier (all surfaces) before and after each use.
8. Store food in containers suitable for transportation. Containers should be:
  - Rigid and sectioned so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous to avoid leakage
  - Easy-to-clean or disposable
  - Approved to hold food

# The International Family Academy HACCP SOP

## **INSTRUCTIONS: continued**

9. Place food containers in food carriers and transport the food in clean trucks, carts, or flatbeds if applicable.
10. Protect food from contamination by covering when delivering food to service station. Deliver food as quickly as possible. Serve items as soon as practical after arrival.
11. Discard potentially hazardous foods held in the danger zone for greater than 4 hours.
12. Service station must be set up to protect from contamination during service. Whenever practicable, meals shall be unitized and complete in separate bags or other packaging.

## **MONITORING:**

### **Foodservice employees will:**

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier and again upon arrival at point of service prior to unloading. Place foods into carriers that have been set up appropriately (ice for coolers, heat discs for extended hot food transport in cambro cans if available).
2. Designated individual will monitor food distribution to ensure proper service procedures are followed. A designated back-up should be selected in case the originally designated individual is out that day to perform the necessary monitoring duties.

## **CORRECTIVE ACTION:**

1. Retrain any individual found not following the procedures in this SOP.
2. Continue heating or chilling foods if the proper temperature is not reached.
3. Reheat potentially hazardous foods to correct hot holding temperature if less than 140°F. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. Refer to the Cooling Potentially Hazardous Foods SOP and Holding Hot and Cold Potentially Hazardous Foods. SOP for the proper procedures to follow when reheating and cooling food.
4. Discard foods held in the danger zone for greater than 4 hours.

## **VERIFICATION AND RECORD KEEPING:**

Before transporting food and upon arrival at point of service, foodservice will record refrigerator temperature, food product name, time, internal temperatures, and any corrective action taken on the Food Transportation Log or Meal Roster.

All logs are kept on file for a minimum of 5 years.

# The International Family Academy HACCP SOP

## POWER OUTAGE

**PURPOSE:** All employees will know the appropriate actions to keep food safe in the event of a power outage.

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

### INSTRUCTIONS FOR EMPLOYEES:

1. **Use a Thermometer/Watch the Clock:** Keep an appliance thermometer in the refrigerator and freezer at all times to see if food is being stored at safe temperatures (33° to 41°F for the refrigerator; 0°F or below for the freezer). The key to determining the safety of foods in the refrigerator and freezer is how cold they are. Most food borne illnesses are caused by bacteria that multiply rapidly at temperatures above 41 °F. Note the time of all temperature readings to establish how long food may have been above 41°.
2. **Leave the Freezer Door Closed:** A full freezer should keep food safe about two (2) days; a half-full freezer, about a day. Add bags of ice or dry ice to the freezer if it appears the power will be off for an extended time. You can safely refreeze thawed foods that still contain ice crystals.
3. **Refrigerated Items:** These foods should be safe as long as the power is out no more than about four (4) to six (6) hours. Discard any perishable food that has been above 41 °F for two (2) hours or more and any food that has an unusual odor, color or texture. Leave the door closed; every time you open it, cold air escapes, causing the foods inside to reach unsafe temperatures.  
  
If it appears the power will be off more than six (6) hours, transfer refrigerated perishable foods to an insulated cooler filled with ice or frozen gel packs. Keep a thermometer in the cooler to be sure the food stays at 41 °F or below.
4. **Never Taste Food to Determine Its Safety:** Some foods may look and smell fine, but if they've been at room temperature longer than two (2) hours, bacteria able to cause food borne illness can begin to multiply very rapidly. Some types will produce toxins, which are not destroyed by cooking and can possibly cause illness.

# The International Family Academy HACCP SOP

## CONTINUED: POWER OUTAGE

### POWER OUT CHART

Use the following chart to decide which foods are safe to eat when the power is restored.

Discard: The following foods should be discarded if kept over 2 hours at or above 41°F.

- Meat, poultry, fish, eggs and egg substitutes - raw or cooked
- Milk, cream, yogurt and soft cheese
- Casseroles, stews or soups
- Lunchmeats and hot dogs
- Creamy-based salad dressings
- Custard, chiffon or cheese pies
- Cream-filled pastries
- Refrigerator and cookie dough
- Discard open mayonnaise, tartar sauce and horseradish if above 50°F for over 8 hours.

Save: The following foods should keep at room temperature a few days. Still, discard anything that turns moldy or has an unusual odor.

- Butter or margarine
- Hard and processed cheeses
- Fresh fruits and vegetables
- Dried fruits and coconut
- Opened jars of vinegar-based salad dressings, jelly, relish, taco sauce, barbecue sauce, mustard, ketchup, olives and peanut butter
- Fruit juices
- Fresh herbs and spices
- Fruit pies, breads, rolls and muffins
- Cakes, except cream cheese-frosted or cream-filled
- Flour and nuts



# The International Family Academy HACCP SOP

## POWER OUTCHART:

**REFREEZE:** Thawed foods that still contain ice crystals and are at or below 41°F may be refrozen. Thawed foods not containing ice crystals and have been kept at 41°F or below for two (2) days or less, may be cooked, then refrozen or canned.

## **MONITORING:**

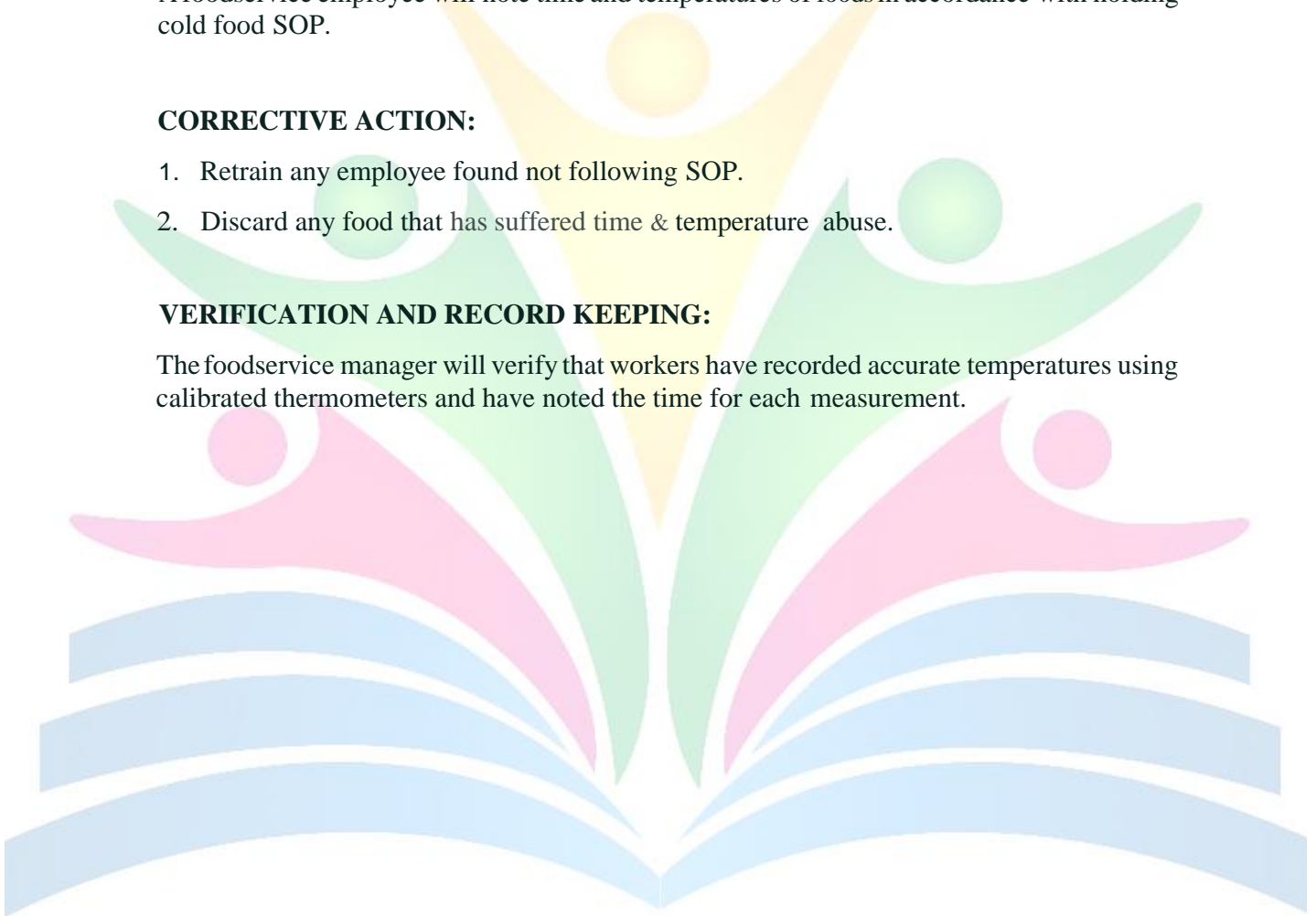
A foodservice employee will note time and temperatures of foods in accordance with holding cold food SOP.

## **CORRECTIVE ACTION:**

1. Retrain any employee found not following SOP.
2. Discard any food that has suffered time & temperature abuse.

## **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that workers have recorded accurate temperatures using calibrated thermometers and have noted the time for each measurement.



# The International Family Academy HACCP SOP

## ICE MACHINE USAGE

**POLICY:** Ice is handled in a manner to ensure safety.

**PROCEDURES:** Employees involved in production or service must observe the following procedures to ensure the safety of ice used in foodservice:

1. Wash hands before handling scoop or portioning ice.
2. Use a scoop to transfer ice to a clean and sanitized container. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily.
3. Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
4. Store and transport ice in designated containers only. Do not use containers that formerly held chemicals or raw foods.
5. Discard ice used for display (salad bars) or ice baths. Do not use for consumption.
6. Clean and sanitize parts of ice machine considered "food contact surfaces" according to manufacturer's guidelines and the department cleaning schedule.

The unit supervisor will:

1. Monitor employees to ensure that proper ice handling techniques are being followed.
2. Develop an ice machine cleaning schedule, following manufacturer's guidelines.
3. Provide training and tools for employees to properly clean and sanitize.
4. Follow up as necessary.

# The International Family Academy HACCP SOP

## GLOVE AND UTENSIL USE

**PURPOSE:** To reduce food borne illness by preventing unintentional contamination or food. Gloves or utensils will be used for handling all ready-to-eat foods and when there are cuts, sores, bumps, or lesions on the hands of food handlers.

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

**KEY WORDS:** Gloves.... Food Handling .... Utensils

### **INSTRUCTIONS:**

All employees in school foodservice must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
  - beginning each new task
  - they become soiled or torn
  - they are in continual use for four hours
  - after handling raw meat and before handling cooked or ready-to-eat foods
3. Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves or to keep gloves from contamination when opening refrigerator doors.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

### **The FNS Manager will:**

1. Purchase powder-free, non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

# The International Family Academy HACCP SOP

## EVALUATING FITNESS OF GOODS

**PURPOSE:** To prevent food borne illness by ensuring all visibly damaged products or packaging are evaluated for fitness of consumption.

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

**KEY WORDS:** ... Dented Can ..... Swollen or Bulging Can  
... Dented Case ..... Ripped or Torn Pack .... Loose Pack

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow all local Health Department Regulations.
3. Examine all canned items prior to opening for dents. Cans with severe dents, dents on the seam or at the junction of the side and end of can are not to be used. They are to be set aside in the designated dented can area of the storeroom for an Area Supervisor to examine prior to disposal.
4. Cans that are swollen or bulging may not be used. Set aside in dented can area also.
5. Cans with rust that cannot be easily wiped off may not be used. Set aside in dented can area also.
6. Examine contents of cans upon opening. If pressure is released when can is punctured or if there is foaming, discoloration, off odor or any other indication the food may be spoiled then it must be discarded. When in doubt, throw it out
7. Wash, rinse and sanitize can openers according to cleaning schedules and always immediately after opening a suspect product
8. All cases must be free from dents, soil, and evidence of vermin gnawing on package and insect infestation or droppings. Do not use cases that do not meet these standards. Contact Area Supervisor to examine prior to disposal.
9. Dry goods must be free of mold/moisture and have their packaging intact. Do not accept com meal, grits and rice must be examined for insect created holes in bags and movement that would indicate insect presence.

# The International Family Academy HACCP SOP

## CONTINUED: EVALUATING FITNESS OF GOODS

### INSTRUCTIONS: continued

10. Fruits and vegetables must be fresh, free of excessive soil, moisture and mold and if refrigerated, at 41°F or less (cut produce IE: lettuce/melons).
11. All goods must come from an approved vendor who has provided proper documentation that a HACCP Plan or Good Manufacturing Practices are adhered to.

### MONITORING:

1. Designated employee will observe condition of stored foods according to Daily Food Safety Checklist and report any problems to FNS Manager.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Verify Daily Food Safety Checklist is being completed properly.
3. Reject food that:
  - a. Is not the correct product (unless specified as an acceptable substitute)
  - b. Is damaged (excessive breakage, spoilage, mold, excessive bruising, etc.)
  - c. Shows signs of mishandling (thawing and refreezing)
  - d. Shows signs of insect infestation
  - e. Has damaged packaging (tears, leaks, flawed seals, rust, swollen ends, etc.)
  - f. Is past the expiration date
  - g. Reject refrigerated food that is above 41°F
  - h. Reject frozen food that is above 10°F and shows signs of thawing or refreezing; ice cream may be received at 6 °F
  - i. Record rejection on Vendor Delivery Slip and insure proper credits are applied
  - j. Send email (if immediate action is required) and completed Product Evaluation Form to purchasing agent staff; include if appropriate:

Name of food involved: \_\_\_\_\_

Lot number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Reason for rejection: \_\_\_\_\_

Corrective action taken: \_\_\_\_\_

# The International Family Academy HACCP SOP

## PEST CONTROL

**PURPOSE:** To reduce food borne illness by preventing contamination of food by vermin. Pest Control Sighting Log and Pest Control Fax notification forms will be used to address any evidence of vermin.

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

**KEY WORDS:** ... Pest Control Sighting Log.... Pest Control Fax .... Vermin

### INSTRUCTIONS:

All employees in school foodservice must:

1. Be familiar with the location of and purpose of the Pest Control Sighting Log.
2. Complete the Log whenever evidence of vermin is found in or around the Food Preparation area.

The FNS Manager will:

1. Fax in a completed copy of the Pest Control Fax whenever evidence of the presence of vermin is found in or around the Food Preparation Area.
2. Monitor food storage areas and refuse storage areas daily for presence of vermin via the Food Safety Daily Checklist. Monitor the physical condition of the kitchen and its exterior weekly to identify any areas of concern such as large gaps under exterior doors or holes in walls that could allow vermin access to the Food Preparation Area.

### MONITORING:

1. Manager will monitor Pest Control Log and note any deficiencies by employees in filling out Pest Control Log.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Verify Pest Control Log is being filled out properly.

# The International Family Academy HACCP SOP

## TAP WATER TEMPERATURE LOG

**PURPOSE:** To reduce food borne illness by preventing contamination of food by improperly washed hands. Tap Water Temp Log will be used to insure water used to wash hands is at least 100°F to comply with Health Code.

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

**KEY WORDS:** .... Tap Water Log

### INSTRUCTIONS:

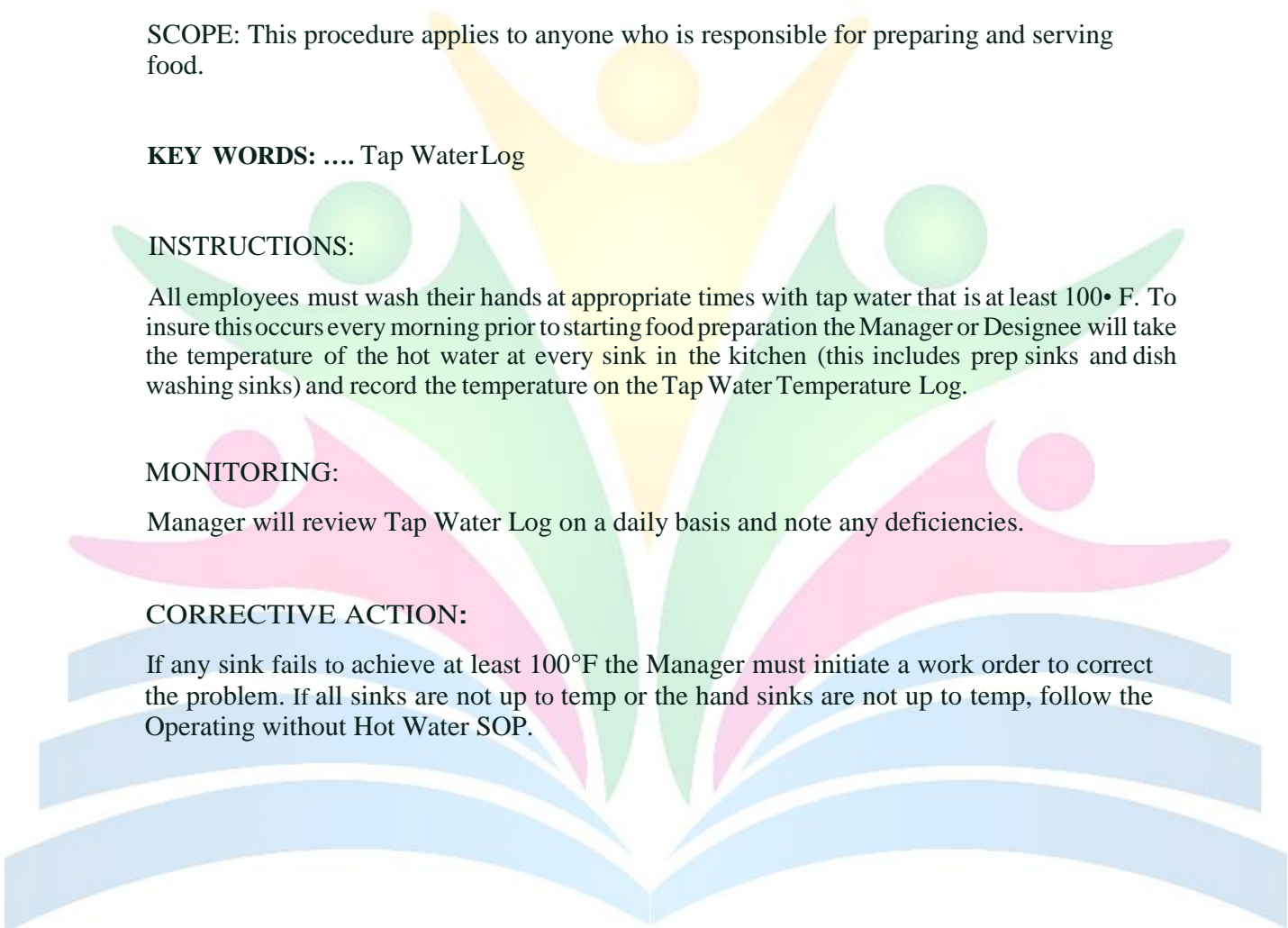
All employees must wash their hands at appropriate times with tap water that is at least 100• F. To insure this occurs every morning prior to starting food preparation the Manager or Designee will take the temperature of the hot water at every sink in the kitchen (this includes prep sinks and dish washing sinks) and record the temperature on the Tap Water Temperature Log.

### MONITORING:

Manager will review Tap Water Log on a daily basis and note any deficiencies.

### CORRECTIVE ACTION:

If any sink fails to achieve at least 100°F the Manager must initiate a work order to correct the problem. If all sinks are not up to temp or the hand sinks are not up to temp, follow the Operating without Hot Water SOP.



FOOD AND NUTRITION SERVICES  
 DEPARTMENT TAP WATER TEMPERATURE  
 LOG 2019-2019

School:            Sink:

Month:

Year:

Date	Temp.	Time	Initial
17 am			
pm			
18 am			
pm			
19 am			
pm			
20 am			
pm			
21 am			
pm			
22 am			
pm			
23 am			
pm			
24 am			
pm			
25 am			
pm			
26 am			
pm			
27 am			
pm			
28 am			
pm			
29 am			
pm			
30 am			
pm			
31 am			
pm			

*This log is to be used for all hand, prep and wash sinks. Time and temperature must be recorded twice (2) DAILY. Once in the Morning (before 8am) and again mid-day (before 12pm). Water temp must be at least 100• degrees.*



# The International Family Academy HACCP SOP

## OPERATING WITHOUT HOT WATER

**PURPOSE:** To prevent food borne illness when the school kitchen does not have hot water needed to sanitize dishes or wash hands,

**SCOPE:** This procedure applies to Food and Nutrition Services employees who handle, prepare, or serve food.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If the water temperature is determined to be too low when completing the Tap Water Temperature Log ( $<100^{\circ}$ ), the Food and Nutrition Manager shall initiate a work order to fix the issue and then contact their Area Supervisor to request the mobile hand sink unit to be delivered.
4. Heat water in kettle, steamer or stove top to between  $100^{\circ}$ - $110^{\circ}$  Fahrenheit and utilize this water for hand washing until the mobile unit arrives and is operational.

### **MONITORING:**

1. The Tap Water Temperature Log shall be completed daily, and corrective actions initiated as warranted.

### **CORRECTIVE ACTIONS:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. If hand washing sinks have water temperatures that are too hot ( $>120^{\circ}$ ) or too cold ( $<100^{\circ}$ ) for comfortable hand washing, the Food and Nutrition Services Manager shall initiate a Work Order and contact their Area Supervisor immediately.

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

Foodservice employees will record water temperatures for all sinks on the Tap Water Temperature Log and retain these logs for a minimum of 5 years. Corrective Actions will be recorded on the Work Order logs and be retained for a minimum of 5 years.

# The International Family Academy HACCP SOP

## VENDING MACHINE CLEANING AND SANITIZING LOG

**PURPOSE:** To reduce food borne illness by preventing contamination of food by temperature abuse and to meet Health Code. Vending Machine Cleaning and Sanitizing Log shall be filled in daily as per Health Department instruction for those machines that vend reimbursable meals.

**SCOPE:** This procedure applies to anyone who is responsible for preparing food for and stocking FNS Vending machines.

**KEY WORDS:** ... Vending Machine Log ... Sanitizer .... Sanitizing Cloth

### INSTRUCTIONS:

All employees in school foodservice must: On a daily basis remove all items from the FNS vending machine and wipe all compartments down with • Sanitizing Cloth and record the date and time of this action on the Vending Machine Cleaning and Sanitizing Log. The Sanitizing Cloth must be soaked in a solution of 200 PPM Quaternary Ammonia for a period of at least one minute prior to wiping down all surfaces of the vending machine that will come into contact with the food products.

### MONITORING:

1. Designated employee will wipe food storage compartments of vending machines and fill in Vending Machine Cleaning and Sanitizing Log Daily. Manager will verify Log each day.

### CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Verify Daily Food Safety Checklist is being completed proper.

FOOD & NUTRITION SERVICES DEPARTMENT

VENDING MACHINE  
CLEANING AND SANITIZING

SCHOOL: \_\_\_\_\_ MONTH OF: \_\_\_\_\_ YEAR: \_\_\_\_\_

DATE	CLEANED	SANITIZED	INITIAL
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ORIGINAL TO REMAIN AT LOCATION IN SCHOOL FILE.  
SEND COPY TO FOOD AND NUTRITION SERVICES DISTRICT OFFICE.

DATE MARKING READY-TO-EAT POTENTIALLY HAZARDOUS FOOD

**PURPOSE:** To ensure appropriate rotation of ready-to-eat food to prevent foodborne illness.

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

**INSTRUCTIONS:**

**KEY WORDS:**

Ready-to-Eat Food

Potentially Hazardous Food

Date Marking

Cross- Contamination

1. Train foodservice employees on using the procedures in this SOP. The best practice for a date marking system would be to include a label with the product name, number of servings, date and time, it is prepared, opened or frozen. Examples of how to indicate when the food is prepared, opened or frozen:
  - ▶ Labeling leftover Meat Sauce that was made today and is being refrigerated:  
Meat Sauce, 35 servings, 9/26/19 9:45 a.m.  
This item must be used or thrown out within the next two days unless frozen.
  - ▶ Labeling leftover breakfast chicken patties cooked today and being refrigerated:  
Breakfast Chix Patties, 25 servings, 9/26/19, 7:45am.  
This item must be used or thrown out within the next two days unless frozen.
  - ▶ Labeling cantaloupe that has been cut from whole fruit as:  
"Cut cantaloupe 250 servings, 9/26/19, 9:00 a.m.  
This item must be used or thrown out within the next two (2) days.
  - ▶ Labeling leftover Lasagna made today that is being frozen:  
"Lasagna, 35 servings, 9/26/19 10am/frozen  
This item must be used within two (2) days of thawing.  
Any leftovers on that service date must be thrown out.
2. Follow State or local health department requirements.
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 41°F or below

**CONTINUED: DATE MARKING READY-TO-EAT  
POTENTIALLY HAZARDOUS FOOD,**

**INSTRUCTIONS: continued**

6. Refrigerate all ready-to-eat, potentially hazardous foods at 41 °F or below.
7. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 72 hours/3 days (48 hours/2 days for items with mayonnaise or hardboiled egg such as chicken salad or egg salad).
8. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods that have been frozen. Discard any items that exceed the 72-hour threshold. The 72 hours is cumulative. If an item was held for 24 hours under refrigeration and then frozen, upon thawing the item may only be held for an additional 48 hours (24+48=72 hours total).

**MONITORING:**

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 72/48-hour thresholds are not being used or stored.

**CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that **exceed** the 72/48-hour thresholds will be discarded.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager or designated employee will fill out the Daily Food Safety Checklist and verify dates have been completely and correctly placed on all items.

## BOIL WATER ORDER IN EFFECT

**PURPOSE:** To prevent food borne illness when the school kitchen is affected by a Boil Water Order.

**SCOPE:** This procedure applies to Food and Nutrition Services employees who handle, prepare, or serve food.

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If a Boil Water Order is initiated the Food Service Manager will contact the FNS Office at 754-321-021S to inform the Director, Assistant Director or Designee of the Order. The Director, Assistant Director or Designee will contact the Safety Department and request 40 gallons of bottled water and 50 pounds of ice be delivered to the kitchen. The bottled water will be used for cooking, making tea, coffee or lemonade and for drinking. The ice will be used for beverages and icing off product on the serving line.
4. Instruct all employees to use only boiled or bottled water for any task. To have water for washing hands and to fill sinks for cleaning pots and pans boiled water must be used. Boil water in the kettle or on the stovetop. Make sure the water maintains a vigorous rolling boil for at least one minute. Allow the water to cool to an appropriate temperature (100°F - 110°F) and it can now be utilized for dish washing and hand washing. Water for the sanitizing sinks and buckets must be boiled first also. After making a fresh sink of sanitizing solution all work surfaces are to be wiped down with sanitizer.
5. Discard any ice in the ice machine and do not use any ice that is manufactured while the order is in effect. Do not place the delivered ice in the contaminated ice machine. After the order is lifted discard the next batch of ice to clear the machine and lines of any remaining suspect water or ice and thoroughly sanitize the interior of the machine and scoop prior to the next batch of ice.
6. When using the steamer, cover pans with foil. Request Custodian turn off water fountain in cafeteria. When order is lifted run all taps for 10 minutes to flush lines. Run water fountain for 5 minutes to flushline.

CONTINUED: BOIL WATER ORDER IN EFFECT

**MONITORING:**

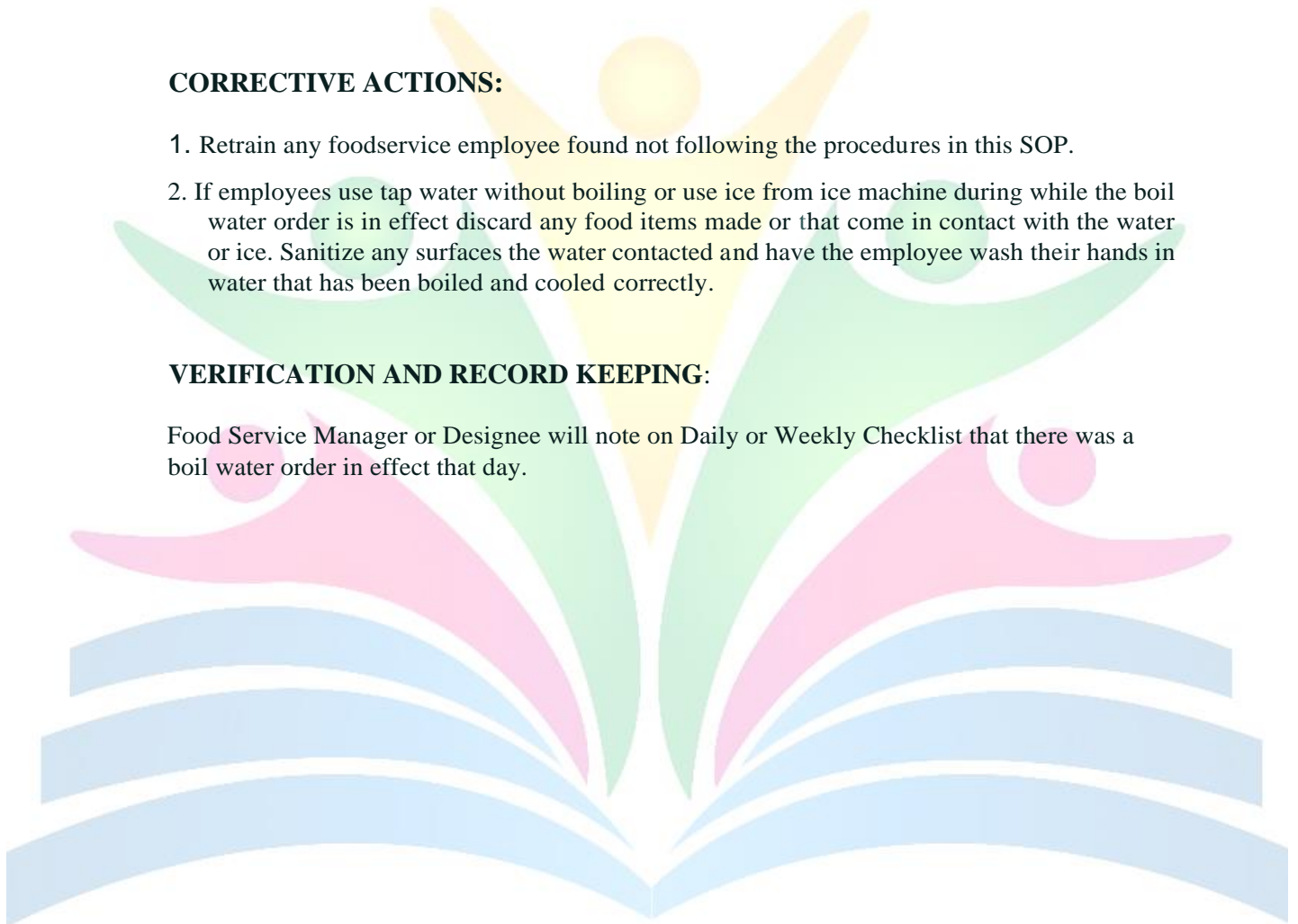
1. The Food Service Manager will observe employees and monitor behaviors to ensure that tap water that is not boiled, and existing ice is not used in any manner until the boil water order is lifted/clean ice has been manufactured.

**CORRECTIVE ACTIONS:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. If employees use tap water without boiling or use ice from ice machine during while the boil water order is in effect discard any food items made or that come in contact with the water or ice. Sanitize any surfaces the water contacted and have the employee wash their hands in water that has been boiled and cooled correctly.

**VERIFICATION AND RECORD KEEPING:**

Food Service Manager or Designee will note on Daily or Weekly Checklist that there was a boil water order in effect that day.



## BODILY FLUIDS SPILLS

**PURPOSE:** To prevent food borne illness when bodily fluids are introduced to the kitchen or service areas.

**SCOPE:** This procedure applies to Food and Nutrition Services employees who handle, prepare, or serve food and Custodial Staff.

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If a Student or an employee vomit or bleed in the kitchen or service area staff is to immediately cover all exposed food. Pan covers are to be placed on pans in the steam table, bun covers placed over rolling racks, ice machine lid must remain down, bakers paper may be placed over fresh fruit and other items on the service line or in prep areas. This is to prevent possible airborne organisms from the vomitus from landing on and infecting foods. If any bodily fluids contacts food, it must be discarded. Custodial Staff is to be called immediately to perform the initial clean up per District guidelines. After Custodial cleanup has been concluded, FNS staff must sanitize all food contact surfaces and any pots and pans with a chlorine bleach solution or 5000 parts per million. This is made by adding 14 oz. of bleach to a gallon of water. Quaternary Ammonia will not kill the Norovirus which is always a concern with bodily fluid spills.
4. After sanitizing service may resume. *U* service cannot be interrupted for the length of time required as outlined above then only sealed prepackaged items may be served until cleanup has been conducted.

### **MONITORING:**

1. The FNS Manager or Designee will initiate the call to Custodial to clean up the spill and insure that exposed food and small wares are covered as soon as possible after any spill. Only prepackaged items will be used for service until proper cleanup has been conducted.



CONTINUED: BODILY FLUIDS SPILLS

**CLEANING SCHEDULE EQUIPMENT**

CORRECTIVE ACTIONS:

<p><b>Bins, Ingredient</b></p> <p>1 Retrain any foodservice employee found not following the procedures in this SOP. 2 Custodial Staff will follow</p> <p>will sanitize all affected areas and exposed pots and pans by using a chlorine bleach solution of 5000 parts per million or more.</p> <p>Verification AND RECORD KEEPING:</p>	<p><b>Daily</b></p> <p><b>Monthly</b></p>	<p><b>Wipe lid and outside surface with sanitizing solution.</b></p> <p>District guidelines for cleanup of bodily fluids and FNS Staff</p> <p><b>Empty, scrub interior and exterior including lid, wheels and base with detergent solution and brush; hose with warm water; dry.</b></p> <p><b>Ensure bins are properly labeled with permanent marker - no masking tape. Notify manager if cracked or broken.</b></p>	<p>Staff</p> <p>bleach</p>
<p><b>Cabinet, Closed Bakers</b></p> <p>The FNS Manager or Designee will note on the Daily or Weekly Checklist that Bodily fluid Clean up procedures were initiated on this date. Retain records for at least 5 years.</p>	<p><b>Daily</b></p> <p><b>Weekly</b></p>	<p><b>Wipe interior and exterior with warm detergent solution. Rinse with warm water.</b></p> <p><b>Air dry – leave door ajar.</b></p> <p>Scrub interior, including tray slides; exterior, including wheels with warm detergent solution and brush. Hose with warm water. Dry exterior with cloth. Shine exterior surface.</p> <p><b>Air dry interior – leave door ajar.</b></p>	<p>fluid</p>
<p><b>Can Opener</b></p>	<p><b>Daily</b></p>	<p>Unplug, wipe with warm detergent solution, rinse with sanitizing solution. Replace blade when dull.</p> <p><b>Manual Opener:</b> Wash, rinse and sanitize detachable part, wash with warm detergent solution portion attached to table and wipe with sanitizing solution.</p>	
<p><b>Coffee Urn</b></p>	<p><b>After Each Use</b></p> <p><b>As Necessary</b></p>	<p><b>DO NOT IMMERSE COFFEE URN IN WATER.</b> Unplug, fill urn with hot detergent solution to about 1/3 of its capacity. Scour the heating element with nylon scrub pad. Rinse with clear hot water. Clean spout by letting clean hot water run through it. Wash basket, stem and urn cover, rinse and sanitize. Exterior: clean with damp cloth, polish with dry clean cloth.</p> <p><b>DO NOT USE SCOURING PADS OR POWDER.</b></p> <p>Clean “coffee level” gauge by unscrewing the gauge cap and remove the glass tube. Clean tube in warm detergent solution with brush provided. Rinse and replace.</p> <p><b>Keep handle in closed position when not in use.</b></p>	

CLEANING SCHEDULE EQUIPMENT

<b>Compactor</b>	Daily	<b>Unplug.</b> Dispose of trash. Scrub interior and exterior with detergent solution. <i>Give special attention to the rams.</i> Rinse with sanitizing solution and allow interior to air dry. Dry exterior with clean cloth. Install new bags. Plug into outlet.
<b>Dining Room Tables &amp; Chairs</b>	Daily	After each meal wash with warm detergent solution, then sanitizing solution.
<b>Drawers</b>	Daily	Wipe out crumbs and organize. Wipe front, inside and sides with warm detergent solution. Rinse
	Monthly	Empty drawers and remove from table. Scrub inside, outside and drawer slides attached under table with warm detergent solution and brush. Rinse with sanitizing solution. Let air-dry. Replace drawer and items in drawer.
<b>Freezer, Reach –In</b>	Daily	Clean spills immediately. Wipe exterior door and handle with warm detergent solution. <i>Rinse</i>
	Weekly	Scrub exterior with warm detergent solution using a brush; include front, handles, hinges, latches, wheels and/or legs. Rinse. Dry with clean cloth and shine exterior. Inspect gaskets.  <i>Ensure that food is covered, labeled and dated.</i>
	Monthly	Remove shelves. Wash, rinse, sanitize. Allow to air-dry. Replace.
<b>Freezer, Walk-In</b>	Daily	Clean spills immediately. Wipe exterior door and handle with warm detergent solution. <i>Rinse</i>
	Weekly	Sweep loose items on floor; organize (separate Commodity and Purchased foods). Inspect gaskets.  <i>Ensure that food is covered, labeled and dated.</i>
	Monthly	Put shelving units on cleaning cycle. Remove all items from shelving unit. Using a warm detergent solution wipe down shelving unit. Rinse with clean, warm water, dry with cloth. While shelving unit is empty clean any spills under shelving unit.  <b><i>DO NOT SPRAY INTERIOR WITH WATER.</i></b>

<b>Mixer</b>	Daily	<p>Unplug. Wash base, saddle, shaft and legs with warm detergent solution. Rinse. Apply sanitizing solution.</p> <p>Dry with clean cloth. Plug into outlet.</p> <p><i>Wash all attachments and bowls using 3- sink method.</i></p>
<b>Mop Bucket And Heads</b>	Daily	<p>Rinse and drain mop buckets. Use warm detergent solution to clean exterior and wheels. Wash mop heads in washing machine separate from linens.</p> <p>Replace mop heads when worn.</p> <p>Rinse brooms, squeegees and dustpans (wash if necessary).</p> <p>Hang upside down to dry.</p>
<b>Ovens, Convection</b>	<p>Daily</p> <p>Weekly</p>	<p>Turn off. Wipe interior and exterior with warm detergent solution. Rinse.</p> <p><b>Interior.</b> Remove racks and supports. Wash using 3-sink method. Slightly warm oven to (120 degrees) and spray with commercial oven cleaner. Let stand until food particles loosen. Use a nylon-scouring pad to loosen baked on food particles. Wipe out all food particles with damp cloth. Rinse. Air dry.</p> <p><b>Exterior.</b> Wash with warm detergent solution. Include top, sides, front, dials, handles, shelves and legs. Rinse. Dry with clean cloth. Shine exterior.</p>
<b>Orange Sectioner</b>	After Each Use	<p><b>Caution Blade Edges are Sharp</b></p> <p>Lift handle to highest position. Insert plastic pin suspended at rear of machine into hole located at base of left vertical support bar. Lifting from <i>bottom</i> remove blade cup using fingers to push cup upward to remove plunger. Turn double set of knobs located on top of machine counter clockwise. Wash blade cup plunger using 3-sink method. Wash, rinse and sanitize base unit.</p>
<b>Qualheim/Manhart</b>	After Each Use	<p>Turn off and unplug. Remove detachable parts from base. Wash, rinse and sanitize using 3-sink method. Wash base with warm detergent solution. Rinse. Apply sanitizing solution. Air dry.</p> <p>Reassemble and plug into outlet.</p>

<b>Rack, Open Bakers</b>	Daily	Wash with warm detergent solution, side posts, and tray slides and bottom. Rinse.
	Weekly	Scrub using brush and warm detergent solution, side posts, tray slides and wheels. Turn rack upside down and scrub underside of posts, slides and bottom. Hose with warm water. Wipe excess water. Air dry.
<b>Range (stove)</b>	Daily	Turn off. Remove grease tray and wash using 3-sink method. Using warm detergent solution wash exterior. Rinse.
	Weekly	<b>Interior:</b> Scrub using brush and warm detergent solution. Rinse. <b>Exterior:</b> Scrub using brush and warm detergent solution. Include dials and legs. Rinse. Dry with clean cloth. Shine exterior <i>-Do not shine grill surface.</i>
<b>Refrigerator, Reach-in</b>	Daily	Clean spills immediately. Wipe exterior door and handle with warm detergent solution. Rinse.
	Weekly	Scrub using a brush and warm detergent solution: include front, handles, hinges, latches, wheels and/or legs. Rinse. Dry with clean cloth. Shine exterior. Inspect gaskets. <i>Ensure food is covered, labeled and dated.</i>
	Monthly	Remove shelves. Wash, rinse and sanitize. Allow to air dry. Replace.
<b>Refrigerator, Walk-in</b>	Daily	Clean spills immediately. Wipe exterior door and handle with warm detergent solution. Rinse.
	Weekly	Sweep loose items on floor; organize. Inspect gaskets.  <i>Ensure food is covered, labeled and dated.</i>
	Monthly	Put shelving units on cleaning cycle. Remove all items from shelving unit. Using a warm detergent solution wipe down shelving unit. Rinse with clean warm water, dry with cloth. While shelving unit is empty clean any spills under shelving unit. <b>DO NOT SPRAY INTERIOR WITH WATER.</b>

<b>Salad Bar</b>	Daily	<i>Do not use abrasive cleaners or scrub pads.</i> Using warm detergent solution wash interior and exterior surfaces. Ensure drain is clear. Rinse. Apply sanitizing solution. Use vinegar and water solution to clean sneeze guard.
	Weekly	Scrub using brush and warm detergent solution, interior and exterior surfaces. Include wheels. Hose with warm water. Air dry. Use vinegar and water solution to clean sneeze guard.
<b>Shelves/Shelving Units</b> Dry Storage Paper Storage Walk-ins Pots/Pans	Monthly	Remove all items from shelving unit. Using warm detergent solution wipe down shelving unit. Rinse with clean warm water. Dry with cloth. While shelving unit is empty sweep and mop under unit.
<b>Sinks</b>	Daily	Wash tub, backsplash, drain board, faucet, space links, apron and shelves with warm detergent solution. Rinse. Dry with clean cloth.
<b>Slicer</b>	After Each Use	Unplug. Turn dial to "0". Remove parts from slicer and wash using 3-sink method. Wash, rinse and sanitize all surfaces of base, including underneath. Reassemble. <b>Sharpen as needed. Frequently inspect for nicks.</b>
<b>Somat</b>	Daily	<b>Shutdown Procedures:</b> Allow the pulper to operate approximately fifteen (15) minutes after the last waste has been fed.  With the pulper still running, turn the selector switch to the "empty" position, if equipped, allowing the system to be pumped down automatically.  Press the "stop" button and engage locking attachment. Turn off the electrical power at both the pulper and hydra-extractor.  <b>Cleaning Procedures:</b> Shut off the water make-up to the Somat. Continue to operate the Somat for about five (5) or ten (10) minutes or until slurry has thinned out. Shut off return water and run the somat until it is empty. Remove junk from the pulper.



<b>Tables, Work</b>	Daily	Wash surface with sanitizing solution after each use throughout the day. End of day, wash exposed surfaces with warm detergent solution. <b>Rinse. Sanitize.</b>
	Weekly	Scrub all surfaces, including rim, with warm detergent solution and a stiff brush. <b>Rinse. Sanitize. Dry with clean cloth. Shine. See "Drawers"</b>
<b>Tilting Skillet</b>	Daily	<b>Turn off.</b> After removing food, flush with warm water and drain. Fill above food line with warm detergent solution and allow soaking. Scrub interior and exterior surfaces with brush. Wipe around controls. <b>Rinse. Air Dry.</b>
	Weekly	Shine.
<b>Trash Cans</b>	Daily	<b>Empty.</b> Rinse interior and exterior with warm water. Air dry. Insert can liner.
	Weekly	Scrub interior and exterior using warm detergent solution and brush. <b>Rinse. Air Dry. Insert can liner.</b>
<b>Utility Carts</b>	Daily	Wipe all surfaces with warm detergent solution. <b>Rinse.</b>
	Weekly	Scrub all surfaces (including underneath and wheels) with warm detergent solution and brush. <b>Rinse. Dry with clean cloth. Shine.</b>
<b>Warmer/Proofer</b>	Daily	<b>Unplug.</b> Clean reservoir pan. Wash interior and exterior using warm detergent solution. Leave door open to air dry.
	Weekly	<b>Interior:</b> Scrub surfaces using warm detergent solution and nylon scrub pad. <b>Rinse. Avoid getting water in heater vents.</b>  <b>Exterior:</b> Scrub exterior surface, including wheels using warm detergent solution and brush. <b>Rinse. Dry with clean cloth. Air dry.</b>  <b>DO NOT HOSE OR STEAM CLEAN.</b>

<b>Washer/Dryer</b>	Daily	<b>Clean lint baskets.</b> <b>Wipe exterior with warm detergent solution. Rinse.</b> <b>Air dry.</b>
<b>Yogurt/Smoothie Machines</b>	Daily or Weekly	<b>Empty product if necessary and refrigerate.</b> <b>Sanitize according to manufactures directions and air dry.</b>
		<b>DO NOT HOSE ELECTRICAL EQUIPMENT</b>



## CLEANING SCHEDULE – FACILITIES

<b>Bathroom</b>	<b>Daily</b>	<p>Wash interior and exterior surfaces with sanitizing solution.</p> <p>Ensure soap, paper towels and toilet paper dispensers are full.</p>
	<b>Weekly</b>	<p>Clean mirror with vinegar/water solution.</p> <p>Flush toilet. Wearing disposable plastic gloves apply bowl cleaner with brush. Allow to remain on surface for 3 minutes. Flush. Wipe exterior with warm detergent solution and paper towels.</p> <p>Mop floor with detergent solution.</p> <p><b>Label and use mop only for the bathroom.</b></p>
<b>Doors</b>	<b>Daily</b>	Spot clean with detergent solution and rag.
	<b>Weekly</b>	Wash with warm detergent solution. Rinse.
<b>Floor</b>	<b>Daily</b>	<p><b>CLEAN SPILLS IMMEDIATELY.</b></p> <p><b>SWEEP FLOOR.</b> Spray floor to remove loose debris.</p> <p><b>Clean loose debris from floor drain.</b></p> <p>Prepare floor-cleaning solution. Generously spread floor cleaner over floor using mop. As necessary, scrub any spots on floor with broom that require extra attention. Squeegee large pools of solution into drains.</p> <p><b>Leave solution on floor. Do not rinse off.</b></p> <p>Hang brooms, mops and squeegees upside down to dry.</p> <p>Coil hose and put away.</p> <p><b>Ensure that areas under equipment are cleaned and coated with floor cleaner.</b></p>

CLEANING SCHEDULE- FACILITIES



## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

SOP	Corrective Action
<p><b>Cleaning and Sanitizing Food Contact Surfaces</b></p>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.</li> <li>3. In a 3-compartment sink:               <ul style="list-style-type: none"> <li>• Drain and refill compartments periodically and as needed to keep the water clean.</li> <li>• Adjust the water temperature by adding hot water until the desired temperature is reached.</li> <li>• Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.</li> </ul> </li> <li>4. In a dish machine:               <ul style="list-style-type: none"> <li>• Drain and refill the machine periodically and as needed to keep the water clean.</li> <li>• Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.</li> <li>• For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.</li> <li>• 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.</li> </ul> </li> </ol>

SUMMARY FOR CORRECTIVE ACTION FOR HACCP – BASED SOP

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

SOP	Corrective Action
<b>Controlling Time and Temperature During Preparation</b>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.</li> <li>3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.</li> <li>4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.</li> <li>5. Discard food held in the temperature danger zone for more than 4 hours.</li> </ol>
<b>Cooking</b> Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue cooking food until the internal temperature reaches the required temperature.</li> </ol>
<b>Cooling</b> Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:                             <ul style="list-style-type: none"> <li>• Above 70 °F and 2 hours or less into the cooling process; an</li> <li>• Above 41 °F and 6 hours or less into the cooling process.</li> </ul> </li> <li>3. Discard cooked, hot food immediately when the food is:                             <ul style="list-style-type: none"> <li>• Above 70 °F and more than 2 hours into the cooling process; OR</li> <li>• Above 41 °F and more than 6 hours into the cooling process.</li> </ul> </li> <li>3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.</li> <li>4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.</li> </ol>
<b>Date Marking Ready-to-Eat Potentially Hazardous Food</b>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Foods that are not date marked or that exceed the 72/48 hour period will be discarded.</li> </ol>
<b>Employee Health Policy</b>	To be determined by school officials and State or local health department.

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

<b>SOP</b>	<b>Corrective Action</b>
<i>Continued:</i> <b>Employee Health Policy</b>	<p>The Food Service Manager will:</p> <ol style="list-style-type: none"> <li>1. Ensure the Daily Food Safety Checklist is completed.</li> <li>2. Observe staff for signs of illness.</li> <li>3. Send employees home who are too ill to work.</li> </ol>
<b>Handling A Food Recall</b>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Determine if the recalled product is to be returned and to whom or destroyed, and by whom.</li> <li>3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.</li> <li>4. Consolidate the recalled product as quickly as possible but, no later than 30 days after the recall notification.</li> <li>5. Conform to the recall notice using the following steps: <ul style="list-style-type: none"> <li>• Report quantity and site, where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall.</li> <li>• Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.</li> <li>• Complete and maintain all required documentation related to the recall including: <ul style="list-style-type: none"> <li>• Recall notice</li> <li>• Records of how food product was returned or destroyed</li> <li>• Reimbursable costs</li> <li>• Public notice and media communications</li> <li>• Correspondence to and from the public health department and State agency</li> </ul> </li> </ul> </li> </ol>
<b>Evaluating Fitness Of Goods</b>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Verify Daily Food Safety Checklist is completed properly.</li> <li>3. Reject food that: <ul style="list-style-type: none"> <li>• Is not the correct product (unless specified as an acceptable substitute)</li> <li>• Is damaged (excessive breakage, spoilage, mold, excessive bruising, etc.)</li> </ul> </li> </ol>

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

<b>SOP</b>	<b>Corrective Action</b>
<p><i>Continued Evaluating Fitness Of Goods</i></p>	<ul style="list-style-type: none"> <li>• Shows signs of mishandling (thawing and refreezing)</li> <li>• Shows signs of insect infestation</li> <li>• Has damaged packaging (tears, leaks, flawed seals, rust, swollen ends, etc.)</li> <li>• Is past the expiration date</li> <li>• Reject refrigerated food that is above 41°F</li> <li>• Reject frozen food that is above 10 °F and shows signs of thawing or refreezing; ice cream may be received at 6 °F</li> <li>• Record rejection on Vendor Delivery Slip and insure proper credits are applied</li> <li>• Send email (if immediate action is required) and completed Product Evaluation Form to purchasing agent staff; include if appropriate:               <ol style="list-style-type: none"> <li>a. Name of food involved</li> <li>b. Lot number</li> <li>c. Expiration date</li> <li>d. Reasons for rejection</li> <li>e. Corrective action taken</li> </ol> </li> </ul>
<p><b>Power Outage</b></p>	<ol style="list-style-type: none"> <li>1. Retrain any employee found not following SOP.</li> <li>2. Discard any food that has suffered time and temperature abuse.</li> </ol>
<p><b>Food Service at Remote Locations</b></p>	<ol style="list-style-type: none"> <li>1. Retrain any individual found not following the procedures in this SOP.</li> <li>2. Continue heating or chilling foods if the proper temperature is not reached.</li> <li>3. Reheat potentially hazardous foods to correct hot holding temperature if less than 140 °F. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP and Holding Hot and Cold Potentially Hazardous Foods for the proper procedures to follow when reheating and cooling food.</li> <li>4. Discard foods held in the danger zone for greater than 4 hours.</li> </ol>
<p><b>Ice Machine</b></p>	<p>The unit supervisor will:</p> <ol style="list-style-type: none"> <li>1. Monitor employees to ensure proper ice handling techniques are being followed.</li> <li>2. Develop an ice machine cleaning schedule, following manufacturer's guidelines.</li> </ol>

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

SOP	Corrective Action
<i>Continued:</i> Ice Machine	<ol style="list-style-type: none"> <li>3. Provide training and tools for employees to properly clean and sanitize.</li> <li>4. Follow up as necessary.</li> </ol>
Glove and Utensil Use	<ol style="list-style-type: none"> <li>1. Purchase powder-free, non-latex gloves in appropriate sizes.</li> <li>2. Purchase appropriate utensils.</li> <li>3. Observe all employees daily to ensure they are following procedures.</li> <li>4. Follow up as necessary.</li> </ol>
Pest Control	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Verify Pest Control Log is being filled out properly.</li> </ol>
Holding Hot and Cold Potentially Hazardous Foods <span style="background-color: #e0f0ff; padding: 2px;">Critical Control Point (CCP)</span>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. For hot foods:               <ul style="list-style-type: none"> <li>• Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 140 °F and the last temperature measurement was 140 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.</li> <li>• Discard the food if it cannot be determined how long the food temperature was below 140 °F.</li> </ul> </li> <li>3. For cold foods:               <ul style="list-style-type: none"> <li>• Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:</li> <li>• Place food in shallow containers (no more than 2 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.</li> <li>• Use a quick-chill unit like a blast chiller.</li> <li>• Stir the food in a container placed in an ice water bath.</li> <li>• Add ice as an ingredient.</li> <li>• Separate food into smaller or thinner portions.</li> </ul> </li> <li>4. Repair or reset holding equipment before returning the food to unit, if applicable.</li> <li>5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.</li> </ol>

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following this procedure.</li> <li>2. Discard affected food.</li> </ol>
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Remove and discard contaminated food.</li> <li>3. Demonstrate to customers how to properly use utensils.</li> <li>4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.</li> </ol>
Preventing Cross-Contamination during Storage and Preparation	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Separate foods found improperly stored.</li> <li>3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.</li> </ol>
Receiving Deliveries	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Reject the following: <ul style="list-style-type: none"> <li>• Frozen foods with signs of previous thawing</li> <li>• Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust</li> <li>• Punctured packages</li> <li>• Foods with out-dated expiration dates</li> <li>• Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy</li> </ul> </li> </ol>
Reheating Potentially Hazardous Foods <div style="background-color: #e0f0ff; padding: 2px; display: inline-block; margin-top: 5px;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue reheating and heating food if the internal temperature does not reach the required temperature.</li> </ol>
Serving Food	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Replace improperly handled plates, cups, or utensils.</li> <li>3. Discard ready-to-eat food that has been touched with bare hands.</li> </ol>



## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

<b>SOP</b>	<b>Corrective Action</b>
<i>Continued:</i> Serving Food	4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard any food contaminated by chemicals.</li> <li>3. Label and/or properly store any unlabeled or misplaced chemicals</li> </ol>
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue heating or chilling food carrier if the proper air temperature is not reached.</li> <li>3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP.</li> <li>4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.</li> <li>5. Discard foods held in the danger zone for greater than 4 hours.</li> </ol>
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.</li> <li>3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.</li> <li>4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated, return digitals to Area Office for replacement.</li> <li>5. Retrain employees who are using or calibrating food thermometers improperly.</li> </ol>

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

<b>SOP</b>	<b>Corrective Action</b>
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard ready-to-eat food touched with bare hands.</li> </ol>
Using Time Alone as a Public Health Control  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.</li> </ol>
Washing Fruits and Vegetables	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Remove unwashed fruits and vegetables service and washed immediately before being served.</li> <li>3. Label and date fresh cut fruits and vegetables.</li> <li>4. Discard cut melons held after 3 days.</li> </ol>
Washing Hands	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.</li> <li>3. Retrain employee to ensure proper hand washing procedure.</li> </ol>
Tap Water Temp	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> </ol>
Vending Machine Cleaning and Sanitizing	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> </ol>
Boil Water Order	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. If employees use tap water without boiling or use ice from ice machine during while the boil water order is in effect discard any food items made or that come in contact with the water or ice. Sanitize any surfaces the water contacted and have the employee wash their hands in water that has been boiled and cooled correctly.</li> </ol>

## SUMMARY OF CORRECTIVE ACTIONS FOR HACCP-BASED SOPS

<b>SOP</b>	<b>Corrective Action</b>
<b>Operating Without Hot Water</b>	<ol style="list-style-type: none"><li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li><li>2. If hand washing sinks have water temperatures that are too hot (&gt;120°) or too cold (&lt;100°) for comfortable hand washing, the Food and Nutrition Services Manager shall initiate an Emergency Work Order and contact their Area Supervisor immediately.</li></ol>
<b>Bodily Fluids</b>	<ol style="list-style-type: none"><li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li><li>2. Custodial Staff will follow District guidelines for cleanup of bodily fluids and FNS Staff will sanitize all affected areas and exposed pots and pans by using a chlorine bleach solution of 5000 parts per million or more.</li></ol>

# HACCP SOP - FOOD ALLERGIES

## SERVING SAFE FOOD TO STUDENTS WITH FOOD ALLERGIES

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

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

**KEY WORDS:** ... Allergies ... Cleaning ... Cross Contact .... Hand Washing

### INSTRUCTIONS:

1. Follow policies and procedures for ordering and receiving food products from approved vendors.
2. Keep an ingredient label on hand for a minimum of 24 hours after serving the product.
3. Prevent cross contact during food preparation.
  - Wash hands before preparing foods.
  - Wear single-use gloves.
  - Use a clean apron when preparing allergen-free food.
  - Wash, rinse, and sanitize all cookware before and after each use.
  - Wash, rinse, and sanitize food contact surfaces.
  - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.

**NOTE:** You will only make special food preparations after receiving approval and instructions from the Food and Nutrition Services District Office. Requests for any special diets/preparations are to be submitted to the Food and Nutrition Services District Office per the process outlined in the Procedures Manual, Section B-13.

- When working with multiple food allergies, setup procedures to prevent cross contact between productions of any items. (IE: Wash, rinse and sanitize the area used for preparing wheat free items prior to preparing a soy free item.)
  - Use a clean, sanitized cutting board when preparing food.
  - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
4. Prevent cross contact during meal service.
    - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
    - Use dedicated serving utensils and gloves for allergen-free foods.
    - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
  5. Follow your school's procedures for identifying students with food allergies. Food and Nutrition Services Managers must meet with their Principals at the beginning of each school year to receive instruction on the school's emergency plan for students exhibiting allergic reactions.

## **CONTINUED: SERVING SAFE FOOD TO STUDENTS WITH FOOD ALLERGIES**

**Signs of an Allergic reaction (Anaphylactic Shock) are one or more of the following:**

- **Hives, itching (any part of the body)**
- **Vomiting, diarrhea, stomach cramps**
- **Red, watery eyes, runny nose**
- **Wheezing, coughing, difficulty breathing, shortness of breath**
- **Throat tightness or closing, difficulty swallowing, change of voice**
- **Flushed, pale skin**
- **Dizziness**
- **Swelling of any body part**
- **Fainting or loss of consciousness**
- **Change in mental status**
- **Itchy scratchy lips, tongue, mouth and/or throat**

### **MONITORING:**

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

### **CORRECTIVE ACTION:**

1. Retrain any child nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any questions as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with a potential for anaphylaxis consumes a food allergen. (Administration at each School Location determines who maintains access to Epi-pens and/or other allergen treatments.)

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

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