University of Wyoming Dining Services HACCP Standard Operating Procedure		
Dining Support Student Supervisors		
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THAWING MEATS

Several meat products (beef, pork, chicken, and seafood) must be thawed prior to their intended recipe dates. These will include (but are not limited to) the following:

- 5 oz Chicken Breasts
- Chicken Thighs
- Pork Chops
- Pork Ribs
- Beef Stew Meat
- Swai (fish)

The 5 oz chicken breasts are kept on par in the main freezer. Pull and thaw the number indicated while working on the previous day's pull list. When the new chicken breasts are received they will replace those that were already thawed.

SETTING UP FOR THE THAW

Store frozen meats for thaw in the main cooler until they are ready to be unboxed. DO NOT store them in the freezer or at room temperature.

Empty thaw racks are stored in the cooler on the thaw side, accessible from the east door.

Thaw prep can take place on either side of the cooler depending on the amount of thaw to be done and the number of people working on the task. The thaw trays are found upstairs in the clean utensil area behind the washroom.

Ensure you have enough racks and thaw trays for the item being thawed by determining the number of bags of product in each box and the number of bags that will fit onto a tray. (Chicken breast boxes contain three bags and two fit onto a tray; six boxes yields eighteen bags, which indicates nine trays.)

Gather enough trays and estimate the number of thaw racks—five trays will fit onto each rack. Place these near the boxes of meats to allow for an efficient workflow.

THAWING PROCESS:

Wash hands prior to handling food items. Nitrile gloves are provided as well. All thawing and thaw prep is done inside the cooler to prevent items falling outside of the danger zone (41 degrees). Inspect trays and racks for contamination. Avoid cross contaminating different meat products by keeping these separated while handling.

Open the boxes and place bags of product onto the trays. Ensure that you do not overcrowd the trays, which could lead to uneven thawing. Place empty boxes outside of immediate work area to minimize trip hazards. (If working with two or more employees, one person may break down boxes and stack them out of the way while the other completes the thawing.)

Once all the product is placed on the racks, move all racks to the thaw area on the east side of the cooler. Do not stack a sixth tray on the top of the rack.

Fill out tags for each rack. These are located behind the entry door to the downstairs dry storage room. Choose the appropriate laminated tag(s) for the type of meat.

Write the date, recipe date, and the product name. Be specific to ensure that kitchen staff use the correct materials for their recipes. All non-halal chicken must be labeled "NOT halal".

Tags are taped to the front of the racks before storing them in the cooler.

RECIPE DATE RETRIEVAL FOR THAWED MEATS

All thawed meats must have a recipe date to ensure they are brought to the kitchen on time and that kitchen staff use them for the appropriate recipes.

CBORD access is necessary. Obtain the appropriate login information to do so. (If this is not possible, consult your supervisor or appropriate kitchen personnel to get the recipe date.)

To find the recipe dates in CBORD:

- Double-click the "Foodservice Suite" icon on the desktop and login with the username and password provided.
- Find and double-click the "Service" icon in the top-central pane.
- Double-click "Service Reports" in the top-central pane.
- Then double-click "Item-Menu Reference" also located in the top-central pane.
- A pop-up window will appear named "Reports." It will ask "What Reports Do You Want to Run?" Check the box for "Menu/Recipe Cross-Reference" if it has not already been checked. Click "OK."

- A new window will pop up called "Query Items for Report." Click on "Name" in the right-hand pane. In the left pane enter the item name in the first entry box (e.g. "chicken breast"). Make sure this matches the item's inventory/shipping description as closely as possible. Click "OK."
- The window creates a list of items matching this description. Make sure these correspond to the product being thawed. Press "Print."
- A window called "Select Menus" will appear. Under "Service Units" choose "Washakie" and "Day Care." These are the only two for which thaw will be performed. In the "Meals" section on the right choose "Lunch/Brunch," "Late Lunch," and "Dinner." Double-click the date field for "Start Date:" and a calendar will pop up. Choose a date prior to the current one (about a week). Double-click the date field for "End Date:" and choose a date one week ahead of the current date. Click "OK."
- A printable report for the item and date range will appear. Press "Print." Ensure the printer is correct and press "OK" when the print dialog window pops up. If looking for a single item, it may only be useful to note the recipe date without printing it out; it is more useful to print out a full list for a commonly used item like the 5 oz Chicken Breasts.
- Note the "Date" for the appropriate item and write this on the laminated thaw tag(s) for that product.
- If no date or product is found in CBORD for the item being thawed check with your supervisor, an upstairs supervisor, or the head chef on duty. Until a date is available for the item, write in "TBD."

CLEANUP

Ensure no empty boxes, scraps, etc. are left in the cooler. Place all racks on the thaw side of the cooler in rough order of recipe date to ensure ease of access and that nearing dates are seen first.

ROTATION

Check thaw racks daily for their recipe dates and take racks with the current date upstairs to the meat cooler section. Place these in order of the most recent date closest to the door to ensure these are the most accessible.