

Using a Bulk Milk Dispenser

(Sample SOP)

PURPOSE: To prevent or reduce the risk of foodborne illness or injury by properly utilizing and maintaining the bulk milk dispenser and items associated with its use.

SCOPE: This procedure applies to school nutrition employees who are responsible for maintaining and monitoring the self-service bulk milk station.

KEYWORDS: Milk, Contamination, Personal Hygiene

RELATED SOP: Hot and Cold Holding for Time Temperature Control for Safety Foods, Preventing Contamination at Food Bars, and Receiving Deliveries

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands using the proper procedure.
4. Bulk milk dispensers for milk included in a reimbursable meal must be part of the service line flow and should be the last item offered before the POS station.
5. A Bulk Milk Temperature log must be provided for food service staff to record the milk temperature at least once per day. A best practice is to record temperature prior to the beginning of meal service and again at the end of service.
6. Ensure that the bulk milk dispenser is solidly placed on a table or cart with locked wheels.
7. Ensure that clean and sanitized reusable cups for self-service are available. Cups should be placed upside down to ensure contamination of the drinking surface is mitigated. Disposable cups are an option. Do not leave disposable cups in a plastic sleeve if they are intended to be used during meal service. A best practice is to provide them upside down in a clean and sanitized container.
8. Clean and sanitize the outside of the bulk milk dispenser before meal service. If the milk bib dispensing tubes have been locked up in the cabinet, open the cabinet and pull the dispensing tubes back through the spigots to ready the machine for service.
9. Process for changing milk bibs:
 - Wash and sanitize milk bib holders or crates before replacing empty bags with full bags.
 - Place one milk bib into each holder. Ensure that the collar connecting the dispensing tube to the bag has been seated properly into the milk bib holder. If the collar is not seated properly the milk bag could potentially rip or even burst.

Using a Bulk Milk Dispenser, continued
(Sample SOP)

- Label the full milk bag with the expiration date in an area that is easily read when the bag is in the bulk milk dispenser.
 - Use a cart and two staff members to team lift the milk bib holders or crates onto the cart.
 - Push the cart close to the milk machine.
 - Team-lift the full milk bib container into the milk machine.
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- Ensure that the dispensing tubes are in the correct place and pull them through the spigot to the outside of the cabinet.
 - Using a clean and sanitized scissor, cut the dispensing tube at an angle, leaving 4 inches of plastic tubing exposed from the spigot.
 - Close the cabinet and ensure that the machine is still solidly placed on the table.
10. Assist students who are unable to properly use the milk station.
 11. Ensure that students use a clean cup when getting milk or seconds.
 12. Avoid using spray chemicals while the bulk milk dispenser is in use. Use a fresh sanitizer bucket with a towel to sanitize handles before, in between, and after meal service.
 13. End of Service Process:
 - Wash and sanitize the bulk milk station.
 - Return unused cups, both reusable and disposable, to the storage area.
 - If the bulk milk dispenser will remain in the cafeteria, the dispensing tubes must be pulled back up through the spigot and stored in the cabinet until the next meal service. Place a container under the spigot to catch any milk that is released during the process. Open the cabinet and pull the spigot up while squeezing the tube together, then using a clean fork, slip the tube in between the space of two tines. This should stop the flow of milk while the tube is fully pulled back through the spigot. Using a bull clip, fold the open tube back upon itself and clip to keep the milk from flowing. Remove the fork from the tube and close the cabinet. This will secure the milk until the next service.
 - Discard any milk that was collected in the container and again clean and sanitize the area.

MONITORING:

1. Monitor and record temperatures of food in accordance with Cold, Potentially Hazardous Foods SOP
2. Continually monitor cups to ensure that they are stored on a clean and sanitized surface.
3. Continually monitor students' use of the Bulk Milk Dispenser to ensure that they are not:
 - Using a cup and then putting it back with clean cups.
 - Coughing, spitting, wiping mouth, touching or sneezing on cups or

Using a Bulk Milk Dispenser, continued
(Sample SOP)

dispenser.

- Using cups or water bottles from home
- Using the same cup for seconds

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Remove and discard contaminated cups.
3. Demonstrate to students how to properly use cups and dispenser.
4. Discard the milk if it cannot be determined how long the food temperature was above 41F

VERIFICATION AND RECORD KEEPING:

1. The Lead Food Service worker at each site will verify that food service staff are assigned to maintain the bulk milk dispenser during all hours of operation. Food service staff will record milk temperatures and document corrective actions taken on the Bulk Milk Temperature log.
2. Food service staff will document any discarded milk on the Damaged and Discarded Product Log. The Lead Food service worker will verify that appropriate corrective actions are being taken by reviewing, initialing and dating the Damaged or Discarded Product log each day. The Bulk Milk Temperature log and Damaged or Discarded Product log are to be kept on file for a minimum of 3 years.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Resource: The Lunch Box, Bulk Milk Standard Operating Procedure
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