HACCP-Based Standard Operating Procedures

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The North Dakota Department of Public Instruction (NDDPI), in accordance with the Food and Nutrition Service of the United States Department of Agriculture (USDA), administers child nutrition and food distribution programs. A partnership of federal, state, and local agencies provides nutrition services and food assistance to students, young children, and adults.

It is our Mission:
To promote relationships and enhance partnerships that provide quality nutrition education and nutrition services for the people of North Dakota.

www.nd.gov/dpi/SchoolStaff/ChildNutritionFoodDistribution/

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HACCP-Based Standard Operating Procedures

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Institute of Child Nutrition
The University of Mississippi

The Institute of Child Nutrition was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford and is operated in collaboration with The University of Southern Mississippi in Hattiesburg. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service.

PURPOSE

The purpose of the Institute of Child Nutrition is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

MISSION

The mission of the Institute of Child Nutrition is to provide information and services that promote the continuous improvement of child nutrition programs.

VISION

The vision of the Institute of Child Nutrition is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

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HACCP-Based Standard Operating Procedures

SCHOOL NAME: _____

DATE ADOPTED: _____

DATE REVIEWED/REVISED:

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HACCP-Based SOPs

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Introduction

Background

The U.S. Department of Agriculture (USDA) has issued guidance for the implementation of Hazard Analysis and Critical Control Point (HACCP) -based food safety programs in schools participating in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children. The requirement is effective in the school year beginning July 1, 2005. The food safety program must be based on HACCP principles as outlined in the guidance.

All SFAs must have a fully implemented food safety program that complies with HACCP principles or with the optional guidance no later than the end of the 2005–2006 school year. For information specific to the implementation of the guidance in your state, contact your State agency.

HACCP-Based Standard Operating Procedures (SOPs)

The Institute of Child Nutrition (ICN) has developed HACCP-based Standard Operating Procedures in conjunction with USDA and FDA. Although the ICN SOPs include HACCP-based principles, you should remember that SOPs are only one component of your overall food safety program.

This resource provides sample HACCP-based Standard Operating Procedures (SOPs) and worksheets which contain the minimum elements that can assist you when developing your food safety program. Print the HACCP-based SOPs and complete the worksheets which have been included in this resource and you will see a model for developing your food safety program.

HACCP-based SOPs include the following principles:

- Corrective actions
- Monitoring procedures
- Verification procedures
- Record keeping procedures

Your food safety program should be specific to meet the needs of each food production and school nutrition facility in your district. You may need to modify the SOPs and worksheets so they comply with your state and local requirements. Additional information that will assist you in the development of your food safety program is forthcoming and will be placed on the ICN Web site at: www.theicn.org.

Adapted from: United States Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles.* United States Department of Agriculture, Food and Nutrition Service. Author. http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf

Assembling a Body Fluid Cleanup Kit

(*Include if School District requires Food Service to clean Body Fluid spills)*

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

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

KEY WORDS: Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

INSTRUCTIONS:

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

Assembling a Body Fluid Cleanup Kit, continued

INSTRUCTIONS:

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

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

   *Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.
3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

MONITORING:

The school nutrition manager will ensure that:

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

Assembling a Body Fluid Cleanup Kit, continued

MONITORING, continued:

4. School nutrition employees are trained to properly use:
   - PPE, and
   - The Body Fluid Cleanup Kit.

CORRECTIVE ACTION:

The school nutrition manager will:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit using an Employee Food Safety Training Record.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Containing, Cleaning and Disinfecting Body Fluid Spills

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

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

KEY WORDS: Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

INSTRUCTIONS:

1. Contain the affected area
    - Discontinue foodservice operations if spill occurred in food preparation or service areas.
        - Refer to the school district's Alternate Meal Service SOP to safely continue meal service.
    - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
    - Send sick staff and students to the school clinic/nurse for assistance.
    - Exclude (i.e., send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. Refer to the school district's Exclusions and Restrictions for Ill or Infected School Nutrition Employees.
    - Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve the Body Fluid Cleanup Kit.(*continue if School District requires Food Service to clean Body Fluid spills)*
    - Refer to the Food Safety Sample SOP *Assembling a Body Fluid Cleanup Kit.*
3. Put on personal protective equipment (PPE), including:
    - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
        - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
    - A disposable gown or apron, and disposable shoe covers.
    - A face mask with eye protection, or goggles.

Containing, Cleaning and Disinfecting Body Fluid Spills, continued

INSTRUCTIONS, continued:

4. Remove visible body fluid
   - Pour sand, or liquid spill absorbent material, on body fluid spill.
   - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.
   - Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
   - Remove gloves. Dispose of gloves in a plastic garbage bag.
   - Wash hands.
5. Clean the affected area
   - Put on new disposable gloves. Consider double gloving.
   - Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
   - Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
   - Remove gloves. Dispose of gloves in a plastic garbage bag.
   - Wash hands.
6. Disinfect the affected area
   - Put on new disposable gloves. Consider double gloving.

   <u>Non-absorbent Surfaces (i.e., tile, stainless steel)</u>
   - Prepare a chlorine bleach disinfecting solution.*
     - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
     - Prepare solution immediately before applying it to surfaces using unscented, household bleach (8.25% sodium hypochlorite concentration)** and water. Once opened, household bleaches lose their effectiveness after 30 days. Use anew, unopened bottle of bleach every 30 days for preparing solutions.
     - Mix 4 tablespoons of bleach with 1 gallon of water (solution concentration of about 1000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1 cup of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids (5,000 ppm).
     - Transfer solution to a labelled spray bottle.
   - Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
     - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
     - Use in a well-ventilated area.

Containing, Cleaning and Disinfecting Body Fluid Spills, continued

INSTRUCTIONS, continued:

- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

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

**Household bleach products have previously been available in 5.25% and 6% sodium hypochlorite concentrations. Ensure you are using the correct solution depending on the concentration of bleach you have. Best practice is to use high strength chlorine test strips to ensure a chlorine concentration of 1,000 - 5,000 ppm. Check with your chemical supplier to obtain test strips.

<u>Absorbent Surfaces (i.e., carpet, upholstery, cloth)</u>

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170 °F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

7. Discard potentially contaminated food.
   - Put on new disposable gloves. Consider double gloving.
   - Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
     - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers
     - Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.

Containing, Cleaning and Disinfecting Body Fluid Spills, continued

INSTRUCTIONS, continued:

- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

8. Dispose of PPE, and cleaning and disinfecting materials.
   - Put on new disposable gloves. Consider double gloving.
   - Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
   - Place garbage bags in a second garbage bag (double bag).
   - Clean all non-disposable items (bucket, mop handle, etc.) with soap and water; then disinfect. Allow these items to air dry.
   - Remove PPE, including disposable gloves, and place in second garbage bag.
   - Securely tie the second garbage bag.
   - Discard the bag(s) in the disposal area identified by school officials.
   - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety Sample SOP *Cleaning and Sanitizing Food Contact Surfaces*.
11. Restock the contents of the Body Fluid Cleanup Kit.
12. Complete an incident report.

MONITORING

The school nutrition manager will:

1. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
2. Ensure that at least one school nutrition employee per shift is:
   - Designated and trained to implement this SOP, and
   - Trained in the use of the Body Fluid Cleanup Kit.

3. Ensure that school nutrition employees are:
   - Educated on illnesses and symptoms that must be reported to managers.
   - Monitored for signs and symptoms of illness.

Containing, Cleaning and Disinfecting Body Fluid Spills, continued

CORRECTIVE ACTION

The school nutrition manager will:

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

VERIFICATION AND RECORD KEEPING

The school nutrition manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOPs using an *Employee Food Safety Training Record.*

APPROVED BY:_____ DATE: _____

REVIEWED BY:_____ DATE: _____

REVISED BY:_____ DATE: _____

Cleaning and Sanitizing Food Contact Surfaces

PURPOSE: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

SCOPE: This procedure applies to school nutrition employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train school nutrition 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. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   - Before each use.
   - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   - Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   - Wash surface with detergent solution.
   - Rinse surface with clean water.
   - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
   - In the first compartment, wash with a clean detergent solution at or above 110 °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 or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
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; sanitizing solution concentrations; and water pressures, if applicable.

Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

- 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:

School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
   - Visually monitor that the water in each compartment is clean.
   - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, on a daily basis:
   - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
   - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a small ware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dish machine.
   - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any school nutrition 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-compartment sink:
   - Drain and refill compartments periodically and as needed to keep the water clean.
   - Adjust the water temperature by adding hot water until the desired temperature is reached.
   - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

Cleaning and Sanitizing Food Contact Surfaces, continued

CORRECTIVE ACTION continued:

4. In a dish machine:
   - Drain and refill the machine periodically and as needed to keep the water clean.
   - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
   - For a 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.
   - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring school nutrition 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 at least 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Communicating During a Foodborne Illness Outbreak

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

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

KEY WORDS: Norovirus, Communication, Training

INSTRUCTIONS:

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

Communicating during a Foodborne Illness Outbreak, continued

INSTRUCTIONS, continued:

- Parent and media communication plans will cover
  - Foodborne illness symptoms
  - How foodborne illness is spread
  - Handwashing for prevention
  - Caring for an ill family member
  - When ill students should be kept out of school and when recovering students can return to school

3. All school nutrition employees will adhere to school and media communication policies.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Employee training records will be kept on file for a minimum of one (1) year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Communicating Norovirus Prevention Methods

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

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

KEY WORDS: Norovirus, Communication, Training

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

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

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

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

VERIFICATION AND RECORD KEEPING:
Employee training records will be kept on file for a minimum of one (1) year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Controlling Time and Temperature during Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that Time/Temperature Control for Safety in Foods are held in the temperature danger zone during preparation.

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

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 ºF or below before combining with other ingredients.
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 Time/Temperature Control for Safety in Foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety in Foods SOP.

MONITORING:

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

Controlling Time and Temperature during Preparation, continued

CORRECTIVE ACTIONS:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Cooking Time/Temperature Control for Safety in Foods

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

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

KEY WORDS: Cross Contamination, Temperatures, Cooking, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If state or local health department requirements are based on the *FDA Food Code*, cook products to the following temperatures:
   - 135 ºF for 15 seconds
     - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
   - 145 ºF for 15 seconds
     - Seafood, beef roast, and pork roast
     - Eggs cooked to order that are placed onto a plate and immediately served
   - 155 ºF for 15 seconds
     - Ground products containing beef, pork, or fish
     - Fish nuggets or sticks
     - Eggs held on a steam table
     - Cubed or Salisbury steaks
   - 165 ºF for 15 seconds
     - Poultry
     - Stuffed fish, pork, or beef
     - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

Cooking Time/Temperature Control for Safety in Foods, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees has taken the required cooking temperatures by visually monitoring school nutrition employee and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

Cooling Time/Temperature Control for Safety in Foods

PURPOSE: To prevent foodborne illness by ensuring that all Time/Temperature Control for Safety in Foods are cooled properly.

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

KEY WORDS: Cross Contamination, Temperatures, Cooling, Holding, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

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

Cooling Time/Temperature Control for Safety in Foods, continued

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures and corrective actions taken on the Cooling Temperature Log. School nutrition employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The school nutrition manager will verify that school nutrition employees are cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

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

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

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

KEY WORDS: Ready-to-Eat Food, Time/Temperature Control for Safety in Foods, Date Marking, Cross Contamination, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
   - Labeling food with a calendar date, such as "cut cantaloupe, 2/20/17, 8:00 a.m.,"
   - Identifying the day of the week, such as "cut cantaloupe, Monday, 8:00 a.m.," or
   - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."
3. Follow state or local health department requirements.
4. Label ready-to-eat, Time/Temperature Control for Safety in Foods that are prepared on-site and held for more than 24 hours.
5. Label any processed, ready-to-eat, Time/Temperature Control for Safety in Foods when opened, if they are to be held for more than 24 hours.
6. Refrigerate all ready-to-eat, Time/Temperature Control for Safety in Foods at 41 ºF or below.
7. Serve or discard refrigerated, ready-to-eat, Time/Temperature Control for Safety in Foods within 7 days.
8. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, Time/Temperature Control for Safety in Foods.
9. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
   - On Monday, 2/27/17, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna, Cooked, 2/27/17."

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

INSTRUCTIONS, continued:

- On Tuesday, 2/28/17, the lasagna is frozen with a second label that reads, "Frozen, 2/28/17." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/17 – Tuesday, 2/28/17, only 1 day is counted towards the 7-day time period.
- On Tuesday 3/7/17, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 3/7/17." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Handling a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
   - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
   - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
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 Foods 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.

MONITORING:

School nutrition employees and school nutrition manager will visually observe that school sites have segregated and secured all recalled products.

Handling a Food Recall, continued

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
   a. Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods must be submitted to the State Distributing Agency within 10 calendars days of the recall.
   b. Obtain the necessary documents from the State Distributing Agency for USDA Foods. Submit necessary documentation for reimbursement of food costs.
   c. 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

School nutrition 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 school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Adapted from: Institute of Child Nutrition. (2013). *Responding to a Food Recall.* University, MS: Author.

Hot and Cold Holding for Time/Temperature Control for Safety in Foods

PURPOSE: To prevent foodborne illness by ensuring that all Time/Temperature Control for Safety in Foods are held under the proper temperature.

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

KEY WORDS: Cross Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*:
   - Hold hot foods at 135 ºF or above
   - Hold cold foods at 41 ºF or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
   - Verify that the air/water temperature of any unit is at 135 ºF or above before use.
   - Reheat foods in accordance with the Reheating for Hot Holding SOP.
   - All hot Time/Temperature Control for Safety in Foods should be 135 ºF or above before placing the food out for display or service.
   - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

Hot and Cold Holding for Time/Temperature Control for Safety in Foods, continued

MONITORING, continued:

5. For cold foods held for service:
   - Verify that the air/water temperature of any unit is at 41 ºF or below before use.
   - Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety in Foods SOP.
   - All cold Time/Temperature Control for Safety in Foods should be 41 ºF or below before placing the food out for display or service.
   - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
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 Time/Temperature Control for Safety in Foods SOP if the food is not 41 ºF or below.
   - Verify that the air temperature of any cold holding unit is at 41 ºF or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

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

Hot and Cold Holding for Time/Temperature Control for Safety in Foods, continued

CORRECTIVE ACTION, continued:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated school nutrition employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The school nutrition manager will verify that school nutrition employees have taken the required holding temperatures by visually monitoring school nutrition 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 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Personal Hygiene

PURPOSE: To prevent contamination of food by school nutrition employees.

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

KEY WORDS: Personal Hygiene, Cross Contamination, Contamination

INSTRUCTIONS:

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

Personal Hygiene, continued

MONITORING:

1. The kitchen supervisor will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen supervisor will monitor that all school nutrition employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition employees are following this SOP by visually observing the employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist daily. School nutrition 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 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Preventing Contamination at Food Bars

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

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

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

INSTRUCTIONS:

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

MONITORING:

1. Monitor and record temperatures of food in accordance with the Hot and Cold Holding for Time/Temperature Control for Safety in 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

Preventing Contamination at Food Bars, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition employees are assigned to maintain food bars during all hours of operation. School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food on the Damaged or Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Preventing Cross Contamination during Storage and Preparation

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

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

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

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. 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.
11. Place food in covered containers or packages, except during cooling, and store in the refrigerator or walk-in cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location. Refer to Damaged or Discarded Product Log SOP.

Preventing Cross Contamination during Storage and Preparation, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The school nutrition 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 1 year. School nutrition employees will document any discarded food on the Damaged and Discarded Product Log. The school nutrition 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 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Receiving Deliveries

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

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

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

INSTRUCTIONS:

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

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
    - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below. Milk may be received

Receiving Deliveries, continued

- at 45 °F, but must be stored at 41 °F.
- 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.
- For eggs, the interior temperature of the truck should be 45 °F or below.

6. Check expiration dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any school nutrition 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 school nutrition manager will verify that school nutrition 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 1 year.

DATE IMPLEMENTED:_____**BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____**BY:** _____

Reheating Time/Temperature Control for Safety in Foods

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

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

KEY WORDS: Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

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

MONITORING:

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

Reheating Time/Temperature Control for Safety in Foods, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Serving Food

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

SCOPE: This procedure applies to school nutrition employees who serve food.

KEY WORDS: Cross Contamination, Service, Serving Food

INSTRUCTIONS:

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

MONITORING:

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

Serving Food, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will periodically check the storage and use of utensils during service. In addition, the school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Serving Safe Food to Students with Food Allergies

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

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

KEY WORDS: Allergies, Cleaning, Cross contact, Handwashing

INSTRUCTIONS:

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

Serving Safe Food to Students with Food Allergies, continued

MONITORING:

A child nutrition employee continually monitors receiving, preparation, 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 question as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

SCOPE: This procedure applies to school nutrition employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Contamination, Safety Data Sheet

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Designate a location for storing the Safety Data Sheets (SDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the state or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *FDA Food Code.* Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code.*
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.

Storing and Using Poisonous or Toxic Chemicals, continued

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any school nutrition 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 school nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. School nutrition 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 school nutrition 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 Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

Transporting Food to Remote Sites (Satellite Kitchens)

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

SCOPE: This procedure applies to school nutrition 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 school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*:
   - Keep frozen foods frozen during transportation.
   - Maintain the temperature of refrigerated, Time/Temperature Control for Safety in Foods at 41 ºF or below and cooked foods that are transported hot at 135 ºF 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 ºF and hot food temperatures at 135 ºF or above.
   - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
   - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
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
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.

Transporting Food to Remote Sites (Satellite Kitchens), continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, school nutrition employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log. Upon receipt of food at remote sites, school nutrition employees will record receiving temperatures and corrective action taken on the Receiving Log. The school nutrition manager at central kitchens will verify that school nutrition employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily. The school nutrition manager at the remote site(s) will verify that school nutrition employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily. All logs are kept on file for a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

Using and Calibrating Thermometers

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

SCOPE: This procedure applies to school nutrition employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train school nutrition 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 ºF (-18 ºC) to 220 ºF (104 ºC) 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, must be taken using a thermistor or thermocouple with a thin probe.
   - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
   - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to school nutrition 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.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

1. School nutrition 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.
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 to sit for 1 minute.
   - Allow the temperature reading to stabilize before reading temperature.
   - Temperature measurement should be 32 ºF ($\pm$ 2 ºF) [or 0 ºC (1 ºC)]. If not, adjust according to manufacturer's instructions.

Using and Calibrating Thermometers, continued

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 ºF (± 2 ºF) [or 100 ºC (± 1 ºC)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. School nutrition employees will check the accuracy of the food thermometers:
   - At regular intervals (at least once per week, ideally daily)
   - If dropped
   - If used to measure extreme temperatures, such as in an oven
   - Whenever accuracy is in question

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The school nutrition manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____**BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____**BY:** _____

Using Suitable Utensils When Handling Ready-to-Eat Foods

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

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

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

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
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
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
   - Between handling raw meat and ready-to-eat foods

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued

MONITORING:

A designated school nutrition 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 school nutrition employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition workers are using suitable utensils by visually monitoring school nutrition employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist daily. The designated school nutrition 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 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Foods

PURPOSE: To prevent foodborne illness by ensuring that Time/Temperature Control for Safety in Foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

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

KEY WORDS: Temperatures, Holding, Time As a Public Health Control, Time/Temperature Control for Safety in Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*, establish written procedures that clearly identify the:
   - Specific foods for which time rather than temperature will be used to limit bacteria growth.
   - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Time/Temperature Control for Safety in 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.
4. Cook raw Time/Temperature Control for Safety in food within 4 hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
6. 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.

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Foods, continued

MONITORING:

1. School nutrition employees will continually monitor that 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. School nutrition employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any school nutrition 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:

School nutrition employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The school nutrition manager will verify that school nutrition employees are following this procedure by visually monitoring school nutrition employees and food handling during the shift. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

Washing Fruits and Vegetables

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

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

KEY WORDS: Fruits, Vegetables, Cross Contamination, Washing

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. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
5. Follow manufacturer's instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
   - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *FDA Food Code.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat 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 7 days if held at 41 ºF or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety in Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

Washing Fruits and Vegetables, continued

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any school nutrition 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 7 days.

VERIFICATION AND RECORD KEEPING:

The school nutrition 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 1 year.

DATE IMPLEMENTED:_____ BY: _____

DATE REVIEWED:_____ BY: _____

DATE REVISED:_____ BY: _____

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Handwashing, Cross Contamination

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Post handwashing signs or posters in a language understood by all school nutrition employees near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
   - 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
   - Eating, drinking, or chewing gum
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
   - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
   - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   - Dry hands and forearms thoroughly with single-use paper towels.
   - Dry hands using a warm air hand dryer.
   - Turn off water using paper towels.
   - Use paper towel to open door when exiting the restroom.

Washing Hands, continued

INSTRUCTIONS, continued:

9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   - Use hand antiseptics, also called hand sanitizers, only after hands have been properly washed and dried.
   - Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
   - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the school nutrition employees during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any school nutrition 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 handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The school nutrition 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 1 year.

DATE IMPLEMENTED:_____ **BY:** _____

DATE REVIEWED:_____ **BY:** _____

DATE REVISED:_____ **BY:** _____

HACCP-Based Standard Operating Record Keeping

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Cooking and Reheating Temperature Log

Instructions: Record product name, time, the two temperatures, and any corrective action taken on this form. The school nutrition manager will verify that school nutrition employees have taken the required cooking temperatures by visually monitoring school nutrition employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date and Time		Food Item	Internal Temperature	Internal Temperature	Corrective Action Taken	Initials	Verified By/ Date

Cooling Temperature Log

Instructions: Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. If no foods are cooled on any working day, indicate "No Foods Cooled" in the Food Item column. The school nutrition manager will verify that the school nutrition staff is cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date	Food Item	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Time/ Temp	Corrective Actions Taken	Initials	Verified By/ Date

Damaged or Discarded Product Log

Instructions: School nutrition employees will record product name, quantity, action taken, reason, initials, and date each time a food or food product is damaged and/or will be discarded. The school nutrition manager will verify that school nutrition employees are discarding damaged food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Food Contact Surfaces Cleaning and Sanitizing Log

Instructions: Record time, temperatures/sanitizer concentration, as appropriate and any corrective action taken on this form. The school nutrition manager will verify that food workers have taken the required information by visually monitoring school nutrition employees and preparation procedures during the shift and by reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Date and Time		Wash Temperature	Rinse Temperature	Final Rinse (Sanitization) Temperature	Heat Sensitive Tape (place here)	Sanitizer Concentration (in ppm)	Corrective Action	Employee Initials	Verified By/ Date

Hot and Cold Holding Temperature Log

Instructions: A designated school nutrition employee will record the food item, date, time, temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Food Item	Date	Time/ Holding Temp	Time/ Holding Temp	Time/ Holding Temp	Corrective Action	Food Worker Initials	Manager Initials/ Date

Production Log

Instructions: School nutrition employees will record the date, product name, start and end time of production, the two temperature measurements taken, any corrective action taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the log daily. Maintain this log as directed by your State agency.

Date	Start Time	Product Name	Temp #1	Temp #2	Amount Prepared	Corrective Actions	End Time	Employee Initials	Verified By/Date

Receiving Log

Instructions: Use this log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The school nutrition manager will verify that school nutrition employees are receiving products using the proper procedure by visually monitoring school nutrition employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

Refrigeration Log

Instructions: A designated school nutrition employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date

Thermometer Calibration Log

Instructions: School nutrition employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The school nutrition manager will review and initial the log daily. Maintain this log for a minimum of 1 year.

Date	Thermometer Being Calibrated	Temperature Reading	Corrective Action	Initials	Manager Initials/Date

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 in a notebook for future reference.

PERSONAL HYGIENE	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	☐	☐	_____
• Effective hair restraints are properly worn.	☐	☐	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	☐	☐	_____
• Jewelry is limited to a plain ring, such as wedding band.	☐	☐	_____
• Hands are washed properly, frequently, and at appropriate times.	☐	☐	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a single-use glove while handling food.	☐	☐	_____
• Eating, drinking, and chewing gum are allowed only in designated areas.	☐	☐	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	☐	☐	_____
• Employees appear in good health.	☐	☐	_____
• Hand sinks are unobstructed, operational, and clean.	☐	☐	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	☐	☐	_____
• A handwashing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

FOOD PREPARATION	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	☐	☐	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	☐	☐	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	☐	☐	_____
• Thawed food is not refrozen.	☐	☐	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	☐	☐	_____
• Food is tasted using the proper procedure.	☐	☐	_____
• Procedures are in place to prevent cross contamination.	☐	☐	_____
• Food is handled with suitable utensils, such as single-use gloves or tongs.	☐	☐	_____
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	☐	☐	_____
• Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	☐	☐	_____

• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	☐	☐	_____
• The internal temperature of food being cooked is monitored and documented.	☐	☐	_____

HOT HOLDING	Yes	No	Corrective Action
• Hot holding unit is clean.	☐	☐	_____
• Food is heated to the required safe internal temperature before placing in hot holding.			
• Hot holding units are not used to reheat foods that are outside the limits of Time or Temperature.	☐	☐	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	_____
• Temperature of hot food being held is at or above 135 °F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

COLD HOLDING	Yes	No	Corrective Action
• Refrigerators are kept clean and organized.	☐	☐	_____
• Temperature of cold food being held is at or below 41 °F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

REFRIGERATOR, FREEZER, AND MILK COOLER	Yes	No	Corrective Action
• Thermometers are available and accurate.	☐	☐	_____
• Temperature is appropriate for pieces of equipment.	☐	☐	_____
• Food is stored at least 6 inches above the floor or in walk-in cooling equipment.	☐	☐	_____
• Refrigerator and freezer units are clean and neat.	☐	☐	_____
• Proper chilling procedures are used.	☐	☐	_____
• All food is properly wrapped, labeled, and dated.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	☐	☐	_____

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
• Temperatures of dry storage area is between 50 °F and 70 °F or state public health department requirement.	☐	☐	_____
• All food and paper supplies are stored at least 6 inches above 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.	☐	☐	_____

CLEANING AND SANITIZING	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	☐	☐	_____
• Dishmachine is working properly (gauges and chemicals are at recommended levels).	☐	☐	_____
• Water is clean and free of grease and food particles.	☐	☐	_____
• Water temperatures are correct for washing and rinsing.	☐	☐	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	☐	☐	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	☐	☐	_____
• Small ware and utensils are allowed to air dry.	☐	☐	_____
• Wiping cloths are stored in sanitizing solution while in use.	☐	☐	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned, sanitized, and allowed to air dry before use.	☐	☐	_____
• Work surfaces are cleaned and sanitized before use.	☐	☐	_____
• Thermometers are cleaned and sanitized after each use.	☐	☐	_____
• Thermometers are calibrated on a routine basis.	☐	☐	_____
• Can opener is cleaned and sanitized before use.	☐	☐	_____
• Drawers and racks are cleaned and sanitized before use.	☐	☐	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	☐	☐	_____

LARGE EQUIPMENT	Yes	No	Corrective Action
• Food slicer is cleaned and sanitized after every use.	☐	☐	_____
• Exhaust hood and filters are clean.	☐	☐	_____

GARBAGE STORAGE AND DISPOSAL	Yes	No	Corrective Action
• Kitchen garbage cans are clean and kept covered.	☐	☐	_____
• Garbage cans are emptied as necessary, but at least daily.	☐	☐	_____
• Boxes and containers are removed from site.	☐	☐	_____
• Loading dock and area around dumpster are clean, and dumpsters have tight fitting lids.	☐	☐	_____

PEST CONTROL	Yes	No	Corrective Action
• Outside doors have screens, are well-sealed, and are equipped with self-closing devices.	☐	☐	_____
• No evidence of pests is present.	☐	☐	_____
• There is a regular schedule of pest control by a licensed pest control operator.	☐	☐	_____

Developing a HACCP-Based Food Safety Program Worksheets

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Food Safety Program

The SFA's overall food safety program must include a written plan for each individual school in the SFA and be based on HACCP principles. It is easier than it sounds because USDA has simplified the process as described in the *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles.* By following the guidance, your program will adhere to HACCP principles.

Key Points
Three main points are essential to developing a food safety program: basic facility sanitation, temperature control, and documented SOPs.

1. Be sure that all of your food preparation areas are clean and sanitary, such as workers' hands, utensils, and food contact surfaces. Avoid cross contamination.
2. Temperature control means keeping cold foods cold and hot foods hot. Cook to proper temperatures and hold at proper temperatures, and be sure to record those temperatures. A basic, properly calibrated food thermometer (digital or dial) is all you need to check for proper temperatures.
3. SOPs can be used to verify proper sanitation and the observance of proper temperatures, as well as other food safety aspects in a school nutrition operation.

Key Terms
Here is a quick look at some key terms:

- **Hazard analysis**: review of your school nutrition operation to find areas where food safety problems might occur.
- **Control measures**: steps you take to reduce the likelihood of food contamination.
- **Critical control points**: points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety.
- **Critical limits**: the time and temperature ranges for food preparation and service (either cold or hot) that keep food safe.
- **Process Approach**: a method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature danger zone, which is between 41 ºF and 135 ºF (as stated in the *FDA Food Code*).
- **Standard Operating Procedure (SOP)**: written instructions for a foodservice task that reduce food safety hazards.

Overview to the Process Approach to HACCP

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process from receiving to service. USDA recommends that SFAs use the Process Approach to HACCP because it gives you flexibility to create a food safety program specific to your school nutrition operation. The Food and Drug Administration (FDA) originally developed the Process Approach for retail food establishments. The Process Approach groups food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone. The guidance and this resource provide a modified version of the Process Approach to make it practical for your school nutrition operation.

Serving safe food is a critical responsibility for school nutrition program and a key aspect of a healthy school environment. Keeping foods safe is also a vital part of healthy eating and a recommendation of the *Dietary Guidelines for Americans 2015*. When properly implemented, HACCP-based food safety programs will help you ensure the safety of the school meals served to children in your school nutrition program.

Food Process
These are the preparation categories in the Process Approach to HACCP: Process #1 No Cook, food items meant to be kept cold from preparation through service; Process #2 Same Day Service, food items meant to be prepared hot and served hot the same day; and Process #3 Complex Food Preparation, food items meant to be prepared hot and served cooled, or possibly reheated. You will need to put each menu item (recipe) into one of the three categories and then keep it hot (or cold) while it is being stored, prepared, transported, held, and served.

If you see a failure in sanitation or temperature control, be sure to have a means of correcting the problem and verifying that the corrective steps resolved the problem. Once your food safety program is in operation, someone should be checking to see that it is working, perhaps once a month. Then, every year you should review the entire program to incorporate any changes, such as new menu items, new equipment, changes in staff, and remodeling.

Adapted from: U.S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for School Food Authorities: Developing a School Food Service Program Based on the Process Approach to HACCP Principles.* Available at http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf

Components of a Comprehensive Food Safety Program

Directions: For each of your school nutrition program locations complete the following information. Maintain this record for a minimum of 1 year.

Component	Location	Task Completed	Date
Documented SOP			
Documented Critical Control Points			
Standardized Recipes			
No-Cook Process Worksheet			
Same Day Service Process Worksheet			
Complex Process Worksheet			
Monitoring			
Corrective Actions			
Record Keeping			
Verification			
Training			
Review of Food Safety Plan			

Summary Table of Record Keeping for HACCP-Based SOP										
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Cleaning and Sanitizing Food Contact Surfaces	X				X					
Controlling Time and Temperature During Food Preparation					X		X			
Cooking		X								
Cooling			X							
Date Marking					X					
Employee Health Policy										X
Handling a Food Recall				X	X					
Holding Foods						X				

Summary Table of Record Keeping for HACCP-Based SOP, continued										
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Personal Hygiene					X					
Preventing Contamination at Food Bars				X	X	X	X			
Preventing Cross Contamination During Storage and Preparation				X	X					
Receiving Deliveries								X		
Reheating Time and Temperature Control for Safety Foods		X								
Serving Food					X	X				
Storing and Using Toxic Chemicals				X	X					

Summary Table of Record Keeping for HACCP-Based SOP, continued										
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Transporting Food to Remote Sites					X	X		X		
Using and Calibrating a Food Thermometer					X				X	
Using Suitable Utensils When Handling Ready-to-Eat Foods				X	X					
Using Time Alone as a Public Health Control					X					
Washing Fruits and Vegetables					X					
Washing Hands					X					

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record

Directions: Identify the school nutrition employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist Food Contact Surfaces Cleaning and Sanitizing Log		
Controlling Time and Temperature during Food Preparation	Food Safety Checklist Production Log		
Cooking	Cooking and Reheating Temperature Log		
Cooling	Cooling Temperature Log		
Date Marking	Food Safety Checklist		
Employee Health Policy	To be determined by school officials and state or local health department.		
Handling a Food Recall	Food Safety Checklist Damaged or Discarded Product Log		

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the school nutrition employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Holding Foods	Hot and Cold Holding Temperature Log Refrigeration Log		
Personal Hygiene	Food Safety Checklist Damaged or Discarded Product Log		
Preventing Contamination at Food Bars	Food Safety Checklist Damaged or Discarded Product Log Hot and Cold Holding Temperature Log		
Preventing Cross Contamination during Storage and Preparation	Food Safety Checklist Damaged or Discarded Product Log		

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the school nutrition employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Receiving Deliveries	Receiving Log		
Reheating Time/Temperature Control for Safety in Foods	Cooking and Reheating Temperature Log		
Serving Food	Food Safety Checklist		
Storing and Using Toxic Chemicals	Food Safety Checklist Damaged or Discarded Product Log		
Transporting Foods to Remote Sites	Food Safety Checklist Hot and Cold Holding Temperature Log Receiving Log		
Using and Calibrating a Food Thermometer	Food Safety Checklist Thermometer Calibration Log		

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued

Directions: Identify the school nutrition employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist		
Using Time Alone as a Public Health Control	Food Safety Checklist		
Washing Fruits and Vegetables	Food Safety Checklist		
Washing Hands	Food Safety Checklist		

Summary of Corrective Actions for HACCP-Based SOPs	
SOP	**Corrective Action**
Cleaning and Sanitizing Food Contact Surfaces	1. Retrain any school nutrition 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-compartment sink: • Drain and refill compartments periodically and as needed to keep the water clean. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved. 4. In a dish machine: • Drain and refill the machine periodically and as needed to keep the water clean. • Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. • For a 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. • 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.

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	**Corrective Action**
Controlling Time and Temperature During Preparation	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.
Cooking Critical Control Point (CCP)	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling Critical Control Point (CCP)	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is: • Above 70 ºF and 2 hours or less into the cooling process; and • Above 41 ºF and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: • Above 70 ºF and more than 2 hours into the cooling process; or • Above 41 ºF and more than 6 hours into the cooling process. 3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process. 4. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.
Date Marking Ready-to-Eat Time/Temperature Control for Safety Foods	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
Employee Health Policy	To be determined by school officials and state or local health department.
Handling A Food Recall	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification. 5. Conform to the recall notice using the following steps:

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	**Corrective Action**
Handling A Food Recall, continued	• Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA Foods 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 Foods. Submit necessary documentation for reimbursement of food costs. • Complete and maintain all required documentation related to the recall including: o Recall notice o Records of how food product was returned or destroyed o Reimbursable costs o Public notice and media communications
Hot and Cold Holding for Time/Temperature Control for Safety in Foods Critical Control Point (CCP)	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. For hot foods: • Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. • Discard the food if it cannot be determined how long the food temperature was below 135 ºF. 3. For cold foods: • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF or below and taken within the last 2 hours: o 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. o Use a quick-chill unit like a blast chiller. o Stir the food in a container placed in an ice water bath. o Add ice as an ingredient. o Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable 5. Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	**Corrective Action**
Personal Hygiene	1. Retrain any school nutrition employee found not following this procedure. 2. Discard affected food.
Preventing Contamination at Food Bars	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Remove and discard contaminated food. 3. Demonstrate to customers how to properly use utensils. 4. Discard the food if it cannot be determined how long the food temperature was above 41 ºF or below 135 ºF.
Preventing Cross Contamination during Storage and Preparation	1. Retrain any school nutrition 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.
Receiving Deliveries	1. Retrain any school nutrition 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
Reheating Time/Temperature Control for Safety in Foods Critical Control Point (CCP)	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Continue reheating and heating food if the internal temperature does not reach the required temperature.
Serving Food	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Replace improperly handled plates, cups, or utensils. 3. Discard ready-to-eat food that has been touched with bare hands. 4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Time/Temperature Control for Safety in Foods; Cooling Time/Temperature Control for Safety in Foods; and Hot and Cold Holding for Time/Temperature Control for Safety in Foods SOPs.

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	**Corrective Action**
Storing and Using Poisonous or Toxic Chemicals	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals
Transporting Foods to Remote Sites (Satellite Kitchens)	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Continue heating or chilling food carrier if the proper air temperature is not reached. 3. Reheat food to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF. Refer to the Reheating Time/Temperature Control for Safety in Foods SOP. 4. Cool food to 41 ºF or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 ºF. Refer to the Cooling Time/Temperature Control for Safety in Foods SOP for the proper procedures to follow when cooling food. 5. Discard foods held in the danger zone for greater than 4 hours.
Using and Calibrating a Thermometer	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated. 5. Retrain employees who are using or calibrating food thermometers improperly.
Using Suitable Utensils When Handling Ready-to-Eat Foods	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands.
Using Time Alone as a Public Health Control Critical Control Point (CCP)	1. Retrain any school nutrition 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.
Washing Fruits and Vegetables	1. Retrain any school nutrition employee found not following the procedures in this SOP. 2. Remove unwashed fruits and vegetables from service and wash immediately before being served. 3. Label and date fresh cut fruits and vegetables. 4. Discard cut melons held after 7 days.

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	**Corrective Action**
Washing Hands	1. Retrain any school nutrition 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 handwashing procedure.

Employee Food Safety Training Record

Date: _____

Location: _____

Directions: Use this form to record food safety training provided to employees. Maintain this record for a minimum of 1 year.

Employee Name	Length of Training	Training and Materials Provided

No-Cook Process Worksheet
Process 1

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based Standard Operating Procedures for facility-wide receiving, storing, preparing, cooking, holding and serving.

Menu Item	Recipe Number	Specific Instructions

CCP: Cold Holding-critical limit is 41° F or below

SOP: Personal hygiene; Washing fresh fruits and vegetables; limiting time in Danger Zone to inhibit bacterial growth and toxin production; verifying receiving temp of food; date marking ready –to-eat (RTE) foods

No-Cook Process Worksheet
Process 1 (Sample)

CCP: Cold Holding-critical limit is 41° F or below

SOP: Personal hygiene; Washing fresh fruits and vegetables; limiting time in Danger Zone to inhibit bacterial growth and toxin production; verifying receiving temp of food; date marking ready –to-eat (RTE) foods

Menu Item	Recipe Number	Specific Instructions
Milk		CCP: Hold milk at or below 41°F
Juice		CCP: Hold milk at or below 41°F
Tuna Salad Sandwich	F-08	Prep sandwich according to recipe. CCP: Cool tuna salad to 41°F or lower within 4 hours. CCP: Hold at or below 41°F for service.
Fresh Fruit		Follow SOP for Washing Fruits and Vegetables. CCP: Hold fruit at or below 41°F
Fresh Vegetables		Follow SOP for Washing Fruits and Vegetables. CCP: Hold vegetable at or below 41°F
Broccoli Salad	E-17	Prep salad according to recipe. CCP: Cool salad to 41°F or lower within 4 hours. CCP: Hold at or below 41°F for service.

Critical Control Points

Process 1: NO COOK

Example: | Mediterranean Salad

RECEIVE
Control Measures: Known Source, Receiving Temperatures

STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination,
Store away from chemicals

PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross
Contamination

CCP: COLD HOLDING
Critical Limit: Hold at 41°F or Below.*
Check and record temperatures.

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

Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Cook and Same Day Service Process Worksheet
Process 2

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based Standard Operating Procedures for facility-wide receiving, storing, preparing, cooking, holding and serving.

Menu Item	Recipe Number	Cooking Temperature	Specific Instructions

CCP: Serve at 135° F or above

Cooking to destroy bacteria and other pathogens.

SOP: Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria.

Cook and Same Day Service Process Worksheet
Process 2 (Sample)

CCP: Serve at 135° F or above
Cooking to destroy bacteria and other pathogens

SOP: Holt holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

Menu Item	Recipe Number	Cooking Temperature	Specific Instructions
Green Beans in Cheese Sause	I-11	135°F 15 sec	Prep green beans and cheese sauce according to recipe. CCP: Heat to 135°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher.
Chili con Carne w/ Beans	D-20	155°F 15 sec	Prep chili according to recipe. CCP: Heat to 155°F or higher for 15 sec OR if leftover: CCP: Heat to 165°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher.
Chicken Taco	D-13C	165°F 15 sec	Prep chicken taco filling according to recipe. CCP: Heat to 165°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher.
Taco Salad	E-10	155°F 15 sec	Prep taco filling according to recipe. CCP: Heat to 155°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher. Mix lettuce and tomatoes. CCP: Cool to 41°F or lower within 4 hours. CCP: Hold for service at 41° or lower.
Refried Beans	I-15	135°F 15 sec	Prep beans according to recipe. CCP: Heat to 135°F or higher for 15 sec OR if leftover: CCP: Heat to 165°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher.
Broccoli, Cheese Rice Casserole	I-08	135°F 15 sec	Prep casserole according to recipe. CCP: Heat to 135°F or higher for 15 sec OR if previously cooked and chilled rice is used: CCP: Heat to 165°F or higher for 15 sec. CCP: Hold for hot service at 135°F or higher.

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Process 2: SAME DAY SERVICE

Example: Hamburger on a Bun

RECEIVE
Control Measures: Known Source, Receiving Temperatures

STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals

PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination

CCP: COOK
Critical Limit: Internal Temperature of 165°F for 15 seconds.*
Check and record temperatures.

CCP: HOT HOLD
Critical Limit: Hold at no less than 135°F.*
Check and record temperatures.

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

Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

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Complex Food Process Worksheet
COOK, COOL, REHEAT, SERVE
Process 3
Limit Time in Danger Zone (41F - 135°F)

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based Standard Operating Procedures for facility-wide receiving, storing, preparing, cooking, holding and serving.

Menu Item	Recipe	Cooking Temp	Cooling Temp	Specific Instructions
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	
			Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	

Control Measures

CCP: Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)

- Reheating for hot holding, if applicable

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

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

Complex Food Process Worksheet Sample
COOK, COOL, REHEAT, SERVE
Process 3 (sample)
Limit Time in Danger Zone (41°F - 135°F)

Control Measures

CCP: Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)

- Reheating for hot holding, if applicable

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

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

Menu Item	Recipe	Cooking Temp	Cooling Temp	Specific Instructions
Bean Soup	H-1	At or above 165°F for at least 15 sec	Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	CCP: Heat to 165°F or above for at least 15sec CCP: Hold for hot service at 135°F or higher.
Potato Salad	E-09	Cook Potatoes	Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	Cook potatoes then cool CCP: Cool to 41°F within 4 hours. Assemble salad according to recipe. CCP: Cool to 41°F or lower within 4 hours. CCP: Hold for cold service at or lower than 41°F.
Bean Burrito	D-12	At or above 165°F for at least 15 sec	Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	Bean filling can be prepped ahead and cooled to 41°F within 4 hours. Assemble burrito according to recipe. CCP: Heat to at or above 165°F for at least 15sec CCP: Hold for service at or above 135°F.
Rice Pudding	C-15	Cook Rice	Cool to 70°F in 2 hrs or less & then to 41°F in 4 hours or less	Rice can be cooked before and cooled. CCP: Cool to 41°F within 4 hours. Assemble salad according to recipe. CCP: Cook to 165°F or higher. If serving hot, CCP: Hold for service at or above 135°F If serving cold. CCP: Cool to 70°F in 2 hrs or less & then to 41°F in 4 hrs. CCP: Hold for cold service at or lower than 41°F.

Process 3: Complex Food Preparation

Example: California Pasta Salad

Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

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Food Safety Web Sites

FDA Center for Food Safety and Applied Nutrition
www.fda.gov/Food/GuidanceRegulation/HACCP/

Gateway to Government Food Safety Information
www.FoodSafety.gov

Healthy School Meals Resource System
www.schoolmeals.nal.usda.gov/

Is It Done Yet?
www.isitdoneyet.gov

Top 10 Food Borne Illnesses, Symptoms and Sources

Germ and Typical Time for Symptoms to Appear	Typical Signs and Symptoms	Common Food Sources
Campylobacter 2 – 5 days	Diarrhea (often bloody), stomach cramps/pain, fever	Raw or undercooked poultry, raw (unpasteurized) milk, and contaminated water
Clostridium botulinum 18 – 36 hours	Double or blurred vision, drooping eyelids, slurred speech. Difficulty swallowing, breathing and dry mouth. Muscle weakness and paralysis. Symptoms start in the head and move down as severity increases	Improperly canned or fermented foods, usually homemade. Prison-made illicit alcohol.
Clostridium perfringens 6 – 24 hours	Diarrhea, stomach cramps. Vomiting and fever are uncommon. Usually begins suddenly and lasts for less than 24 hours	Beef or poultry, especially large roasts; gravies; dried or precooked foods
Cyclospora 1 week	Watery diarrhea, loss of appetite and weight loss. Stomach cramps/pain, bloating, increased gas, nausea, and fatigue.	Raw fruits or vegetables, and herbs
Escherichia coli 3 – 4 days	Severe stomach cramps, diarrhea (often bloody), and vomiting. Around 5-10% of people diagnosed with this infection develop a life-threatening complication.	Raw or undercooked ground beef, raw (unpasteurized) milk and juice, raw vegetables (such as lettuce), and raw sprouts, contaminated water
Listeria 1 – 4 weeks	Pregnant women typically experience fever and other flu-like symptoms, such as fatigue and muscle aches. Infections during pregnancy can lead to serious illness or even death in newborns. Other people (most often older adults): headache, stiff neck, confusion, loss of balance and convulsions in addition to fever and muscle aches.	Raw (unpasteurized) milk, soft cheeses made with raw milk, raw sprouts, melons, hot dogs, pâtés, lunch meats, and cold cuts, smoked seafood
Norovirus 12 – 48 hours	Diarrhea, nausea/stomach pain, vomiting	Infected person, contaminated food like leafy greens, fresh fruits, shellfish (such as oysters), or water, or by touching contaminated surfaces
Salmonella 12 – 72 hours	Diarrhea, fever, stomach cramps, vomiting	Eggs, raw or undercooked poultry or meat, unpasteurized milk or juice, cheese, raw fruits and vegetables
Staphylococcus aureus (Staph) 30 minutes – 6 hours	Diarrhea, nausea, stomach cramps, vomiting	Foods that are handled by people and not cooked (sliced meat, puddings, pastries, and sandwiches). Raw (unpasteurized) milk and cheese made from it.
Vibrio 1 – 4 days	Watery diarrhea, nausea. stomach cramps, vomiting, fever, chills	Raw or undercooked shellfish, particularly oysters

From: Centers for Disease Control and Prevention (CDC) “Food Safety”

For Use with: Communicating Norovirus Prevention Methods