Food Safety Plan

DISTRICT NAME: _____

SITE NAME: _____

DATE REVISED: _____

ARKANSAS DEPARTMENT OF EDUCATION
DIVISION OF ELEMENTARY AND SECONDARY EDUCATION
CHILD NUTRITION UNIT

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Introduction

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 in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFAs must have a fully implemented food safety program that complies with HACCP principles or with this optional guidance no later than the end of the 2005 – 2006 School Year.

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. The USDA recommends that SFAs use the Process Approach to HACCP because it gives them flexibility to create a program suitable for a variety of situations. Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment.

The purpose of a school food safety program is to ensure the delivery of safe foods to children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). An effective food safety program will help control food safety hazards that might arise during all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving). There are two types of hazards: 1) ones specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Nonspecific hazards are controlled by developing and implementing SOPs.

A school food safety program should control both specific and nonspecific hazards and consist of SOPs and a written plan for applying the basic HACCP principles. This guidance presents HACCP principles adapted to help SFAs develop an overall school food safety program for their jurisdiction and HACCP-based food safety plans tailored specifically for each school foodservice site within their jurisdiction.

Regulatory Guidance

7 CFR § 210.13 Facilities Management

(a) ***Health standards.*** The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.

(b) ***Food safety inspections.*** Schools shall obtain a minimum of two food safety inspections during each school year conducted by a State or local governmental agency responsible for food safety inspections. They shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request. Sites participating in more than one child nutrition program shall only be required to obtain two food safety inspections per school year if the nutrition programs offered use the same facilities for the production and service of meals.

(c) ***Food safety program.*** The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in § 210.15(b)(5).

(1) A school food authority with a food safety program based on traditional hazard analysis and critical control point (HACCP) principles must:

(i) Perform a hazard analysis;
(ii) Decide on critical control points;
(iii) Determine the critical limits;
(iv) Establish procedures to monitor critical control points;
(v) Establish corrective actions;
(vi) Establish verification procedures; and
(vii) Establish a recordkeeping system.

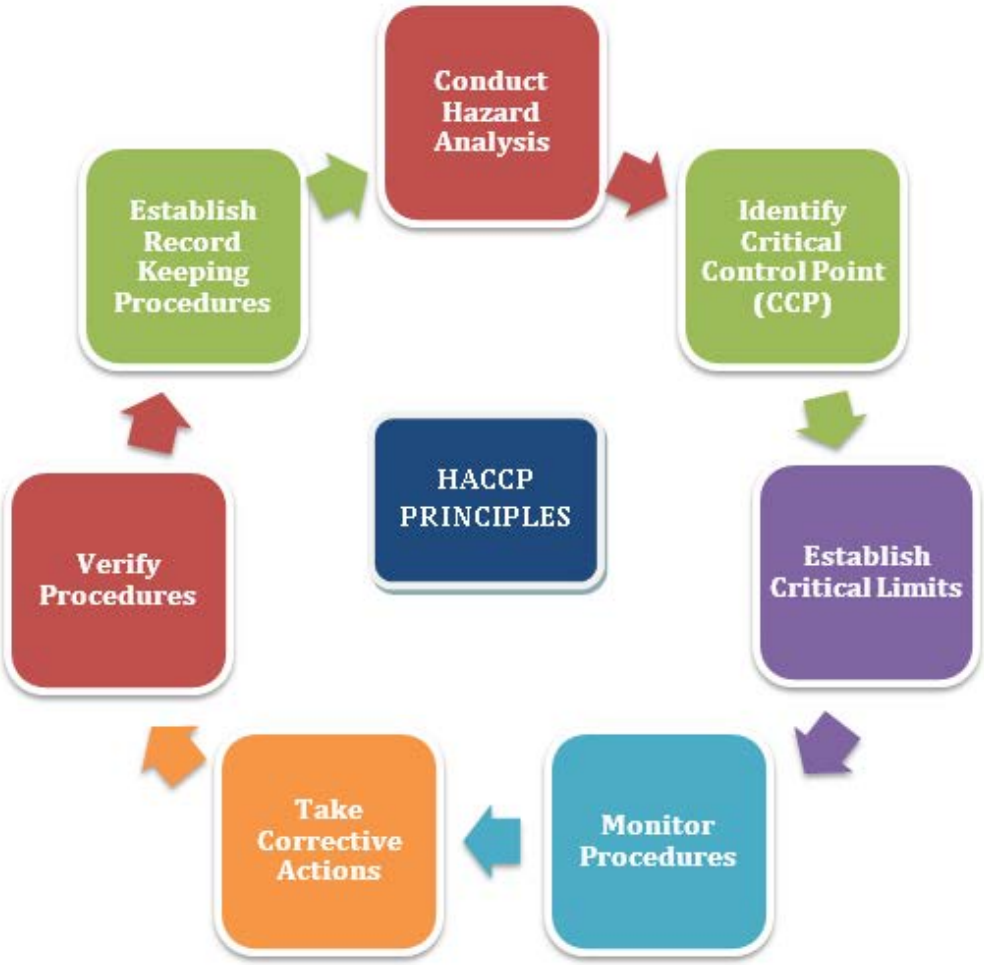
(2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes:

(i) Standard operating procedures to provide a food safety foundation;
(ii) Menu items grouped according to process categories;
(iii) Critical control points and critical limits;
(iv) Monitoring procedures;
(v) Corrective action procedures;
(vi) Recordkeeping procedures; and
(vii) Periodic program review and revision.

(d) ***Storage*****.** The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

Hazard Analysis Critical Control Points (HACCP)

The Hazard Analysis Critical Control Points (HACCP) system is a logical, scientific system that can control safety problems in food production. HACCP is now being adopted worldwide. It works with any type of food production system and with any food. It works by controlling food safety hazards throughout the process. The hazards can be biological, chemical, or physical. HACCP is based on seven principles.



Understanding Possible Hazards

Biological Hazards

Biological hazards are living organisms, including microorganisms that can put human health at risk. Biological hazards include bacteria, parasites, protozoa, and viruses.

Agricultural products and food animals carry a wide range of bacteria. From a public health standpoint, most bacteria are harmless. Others, the pathogenic microorganisms, can cause illness or even death in humans. The numbers and types of bacteria vary from one food or animal species to another, from one geographic region to another, and with production and slaughter or harvesting methods. During production, processing, packaging, transportation, preparation, storage and service, any food may be exposed to bacterial contamination.

Chemical Hazards

Chemical hazards fall into two categories:

1. Naturally occurring poisons, chemicals, or deleterious substances are those that are natural constituents of foods and are not the result of environmental, agricultural, industrial, or other contamination. Examples include aflatoxins, mycotoxins, and shellfish toxins.

2. Added poison chemicals or deleterious substances are those which are intentionally or unintentionally added to foods at some point in growing, harvesting, storage, processing, packing, or distribution. This group of chemicals can include pesticides, fungicides, insecticides, fertilizers, drug residues, and antibiotics, as well as direct and indirect food additives. This group can also include chemicals such as lubricants, cleaners, paints, and coatings.

Physical Hazards

A physical hazard is any physical material not normally found in a food which causes illness or injury to the individual using the product. Physical hazards include a variety of foreign materials or objects, such as glass, metal, and plastic.

Developing a HACCP Plan

Developing a HACCP plan puts controls in place at each point in the production system where safety problems could occur from biological, chemical or physical hazards. This section will provide guidance for writing a HACCP plan.

Step 1 – Assemble a HACCP team.

Step 2 – Describe the product and its methods of preparation.

Describe completely each food product that your plant makes. This can include a brief description of how the process occurs and/or the product(s) are produced/prepared. This will help identify hazards that may exist either in the ingredients, in the packaging materials, or during the preparation process. Food items should be grouped using the process approach.

To describe your product, you might ask the following questions about the product:

1. Common name?

2. How is it to be used?

3. The type of package?

4. Length of shelf life?

5. Labeling instructions?

Step 3 – Develop a recipe.

Develop a recipe which should include written list of ingredients, equipment needed, detailed instructions on how the product should be prepared and held for serving.

Step 4 – Develop a process flow diagram.

The next step is to construct a process flow diagram that identifies all the steps used to prepare the product from receiving through final shipment that are directly under the control of the establishment. The flow diagram may also include steps that occur before or after the processing occurs in the establishment.

Step 5 – Meet regulatory requirements for sanitation.

Good sanitation is the most basic way to ensure a safe product is produced. Maintaining good sanitation serves as an excellent and necessary foundation for building your HACCP plan. It also demonstrates that you have the commitment and resources to successfully implement your HACCP plan. Standard Operating Procedures (SOPs) are written practices and procedures of how your establishment will produce safe food. SOPs are a key component to your overall food safety program. SOPs include specific details of how a policy will be implemented.

Principle 1: Conduct a hazard analysis

Now that you have some understanding of the types of hazards that can occur and how to identify them, you are ready to conduct a hazard analysis for each process and/or product(s) covered in your HACCP plan. A hazard analysis is the identification of any hazardous biological, chemical, or physical properties and an assessment of their likely occurrence and potential to cause food to be unsafe for consumption. You need to review, and perhaps revise, your hazard analysis whenever you make any changes in: raw materials, suppliers, product formulation, preparation procedures, production volume, processing methods, or systems, or intended use of the product.

Principle 2: Identify the Critical Control Points (CCPs) in the process.

A critical control point (CCP) is defined as "A point, step, or procedure in a food process at which control can be applied and, as a result, a food safety hazard can be prevented, eliminated, or reduced to acceptable levels." So far, in developing your HACCP plan, you have identified biological, chemical, and physical hazards. You've also identified preventive measures for each hazard you identified. With this information, your next step is to identify the points in the process at which the preventive measures can be applied to prevent, eliminate, or reduce the hazard to an acceptable level.

Principle 3: Determine critical limits.

The regulation defines critical limit as "The maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a critical control point to prevent, eliminate, or reduce to an acceptable level the occurrence of the identified food safety hazard."

Critical limits are expressed as numbers or specific parameters based on visual observation, such as: Time/temperature. Many critical control limits are already established for commonly used food products for example, the regulatory critical limit for cooked poultry is 160 degrees F. If there are no regulatory critical limits for a CCP, you need to establish critical limits for the CCP that are adequate to maintain control and prevent a food safety hazard.

Common operational steps include, but are not limited to, receiving, storing, preparing, cooking, cooling, reheating, hot and cold holding and serving.

Principle 4: Establish CCP monitoring requirements.

Monitoring is a planned sequence of observations or measurements to assess whether a CCP is under control and to produce an accurate record for future use in verification. Monitoring is essential to a HACCP system. During food production temperatures should be check at each CCP to ensure the product is within the established critical limit.

Principle 5: Establish corrective action

Corrective action should be taken when monitoring indicates that there is a deviation from an established critical limit. Since HACCP is a preventive system to correct problems before they affect the safety of the food, you have to plan in advance to correct potential deviations from established critical limits. Once your HACCP plan is in place, any time a critical limit is not met, you will need to take corrective actions. Those corrective actions could include refusing a delivery if items do not meet standards, disposal of a non-complying product, continuing to heat food to the required temperature, etc. In the event that a corrective action is taken, you should review and modify your food safety management system, if necessary.

Principle 6: Establish Verification Procedures

After a HACCP plan has been put into place, verification activities occur on an ongoing basis. Verification entails the use of methods, procedures, or tests in addition to those used in monitoring, to determine whether the HACCP system is operating as intended. Simply stated, you need to verify that your HACCP system is working the way you expected it to work. Several areas are, but are not limited to, the calibration of process monitoring instruments at specified intervals, direct observation of monitoring activities, and corrective actions. You should also make sure that employees are following your procedures for taking corrective actions when a critical limit is exceeded. Finally, you should routinely check to see that your employees are keeping specific, accurate, and timely HACCP records.

Principle 7: Establish effective recordkeeping procedures

Maintaining proper HACCP records is an essential part of the HACCP system. Good HACCP records, meaning that they are accurate and complete, can be very helpful to you for the following reasons:

1. Records serve as written documentation of your establishment's compliance with its HACCP plan.
2. Records allow you to trace the history if should problems arise.
3. Records help you identify trends in a particular operation.
4. Well-maintained records are good evidence in potential legal actions against an establishment

Process Approach to HACCP

The Process Approach to HACCP is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu item makes a complete trip through the temperature danger zone. Most food items produced in a retail or food service establishment can be categorized into one of three preparation processes.

Process 1: Food Preparation with No Cook Step

Example flow: Receive – Store – Prepare – Hold – Serve (other food flows are included in this process, but there is no cook step to destroy pathogens)

Process 2: Preparation for Same Day Service

Example flow: Receive – Store – Prepare – Cook – Hold – Serve (other food flows are included in this process, but there is only one trip through the temperature danger zone)

Process 3: Complex Food Preparation

Example flow: Receive – Store – Prepare – Cook – Cool – Reheat – Hot Hold – Serve (other food flows are included in this process, but there are always two or more complete trips through the temperature danger zone)

Facility and Equipment Maintenance
(Sample SOP)

Policy: The facility and equipment will be maintained to ensure the safety of the food served to children.

Procedures: Supervisors in school foodservice operations must:

1. Monitor the maintenance of toilet facilities so that they function properly and are clean. This includes verifying that adequate supplies of liquid soap and disposable towels are available at all times.
2. Water temperature should be taken and recorded periodically (monthly) to ensure that water available at all sinks is "tempered" (100ºF - 110ºF).
3. Check to make sure that there is no possibility of back siphonage.
    a. All hose bibs with threads should have back-siphon protection on it or upstream on the pipe
    b. Pre-rinse nozzle at the dishwasher must automatically hang above the sink so that the nozzle is above the flood rim.
    c. Floor drain openings must be at least twice the diameter of any drainage hoses inserted in them; for example, the ice machine hose.
4. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
5. Verify that temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
6. Verify that temperatures of all heating equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation.
7. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.

Monitoring:

1. Assure all equipment in the foodservice facility is well maintained.
2. Contract with an equipment repair company or work with the school district's maintenance department to have regularly scheduled preventive maintenance done for all equipment. Managers and trained assistants shall calibrate all thermometers in the department at least once weekly and after being dropped.
3. Log all preventative maintenance.
4. Review temperature logs to ensure that all are being completed and to determine problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with HACCP records.
7. Make sure facility is health inspection ready.

Facility and Equipment Maintenance Continued

(Sample SOP)

Corrective Action:

1. Correct violations immediately.

Verification and Record Keeping:

1. Have two health inspections on file per year.
2. Cleaning schedules maintained and on file for one year.
3. Equipment temperature logs on file.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Pest Control

(Sample SOP)

Policy: Efforts will be made to ensure that pests are controlled in the foodservice operation, including the use of a licensed pest control operator (PCO).

Procedures: Employees will use an integrated pest management program (IPM) using the following steps:

Deny access to pests

1. Use reputable suppliers for all deliveries.
2. Check all deliveries before they enter the foodservice department.
3. Refuse shipments that have signs of pest infestation.
4. Keep all exterior openings closed tightly. Check doors for proper fit as part of the regular cleaning schedule.
5. Report any signs of pests to the school foodservice manager.
6. Report any openings, cracks, broken seals or other opportunities for pest infestation to the school foodservice manager.

Deny pests food, water, and a hiding or nesting place

1. Dispose of garbage quickly and correctly. Keep garbage containers clean, in good condition, and tightly covered in all areas (indoors when not in repeated use and outdoors). Clean up spills around garbage containers immediately. Wash, rinse, and sanitize containers regularly.
2. Store recyclables in clean, pest-proof containers away from the building.
3. Store all food and supplies as quickly as possible.
    a. Keep all food and supplies at least six inches off the floor and six inches away from walls.
    b. Refrigerate foods such as powdered milk, cocoa, and nuts after opening or store in NSF approved storage containers. These foods attract insects, but most insects become inactive at temperatures below 41ºF. During long breaks, store flour and cornmeal products under refrigeration to prevent weevil eggs from hatching.
4. Use FIFO (First In, First Out) inventory rotation.
5. Wet towels and mop heads should be taken to the laundry area at the end of each shift to minimize the risk of infestation by pests. Store mop heads and broom ends off the floor.
6. Clean and sanitize the facility thoroughly and regularly. Careful cleaning eliminates the food supply, destroys insect eggs, and reduces the number of places pests can take shelter.

The PCO should decide if and when pesticides should be used in the facility. PCOs are trained to determine the best pesticide for each pest, and how and where to apply it. The PCO should store and dispose of all pesticides used in the facility. If any pesticides are stored, follow these guidelines:

Pest Control Continued

(Sample SOP)

1. Keep pesticides in their original containers.
2. Store pesticides in locked cabinets away from food-storage and food-preparation areas.
3. Store aerosol or pressurized spray cans in a cool place. Exposure to temperatures higher than 120ºF could cause them to explode.
4. Check local regulations before disposing of pesticides. Many are considered hazardous waste.
5. Dispose of empty containers according to manufacturers' directions and local regulations.
6. Keep a copy of the corresponding material safety data sheets (MSDS) on the premises.

Monitoring:

1. Supervise daily cleaning routines.
2. Monitor completion of all cleaning tasks daily against the master cleaning schedule.
3. Review and change the master cleaning schedule every time there is a change in menu, procedures, or equipment.
4. Request employee input in the program during staff meetings.
5. Conduct routine inspections of the facility.
6. Review infestation and control issues with PCO, take necessary steps to control and/or eliminate pests.
7. Follow up with staff observations and PCO as necessary.
8. File PCO / IPM records with HACCP records.

Corrective Action:

1. Retrain any food service employee not found following the procedures of this SOP.

Verification and Record Keeping:

1. The foodservice supervisor/ Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice supervisor will complete the Food Safety Checklist.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Personal Hygiene

(Sample SOP)

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

(Sample SOP)

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:** _____

Employee Health Policy

(Sample SOP)

PURPOSE: To prevent the spread of food borne illnesses through the transmission of food.

PROCEDURES: All school foodservice employees must follow these procedures for illnesses:

1. Foodservice employees must report any illnesses that are transmissible through food, including the date of the onset of the following illnesses:
    a. Salmonella
    b. Shigella
    c. Escherichia Coli (E-Coli)
    d. Hepatitis A
    e. Norovirus
2. If any employee is diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus, the foodservice manager/person in charge must notify the county health department.
3. The foodservice employee must report to the foodservice manager/person in charge any of the following symptoms:
    a. Diarrhea
    b. Fever
    c. Vomiting
    d. Jaundice
    e. Sore throat with fever
4. Foodservice employees must inform the foodservice manager of boils, burns, cuts, and infected wounds on the hands, wrists, or exposed portions of an arm. If the foodservice employee can wear a non-penetrable cover (such as a finger cot) and a glove, the foodservice manager/person in charge may assign other duties that do not involve food preparation.
5. Foodservice employees must inform the foodservice manager/person in charge if they have been ill within:
    a. The past 48 hours of the last exposure with Norovirus
    b. The past 3 days of last exposure with Shigella or E-Coli
    c. The past 14 days of the last exposure with Salmonella (if previous illness allow 3 months)
    d. The past month (30 days) Hepatitis A
6. Foodservice employees must report to the foodservice manager/person in charge if:
    a. They have been suspected of causing or have been exposed to Salmonella, Shigella, E-Coli, Hepatitis A, or Norovirus
    b. They live in the same household with a person with one of the a-fore mentioned diseases or
    c. They live in the same household with a person who has been exposed to one of the a-fore mentioned diseases.

Employee Health Policy Continued

(Sample SOP)

7. The foodservice manager/person in charge must exclude (if serving a highly susceptible school) or restrict (if not serving a highly susceptible school) all foodservice employees that
8. have been diagnosed with Salmonella, Shigella, E-Coli, Hepatitis A, Norovirus, or Jaundiced (within the last 10 calendar day).
9. The foodservice manager/person in charge must obtain approval from the county health department and must have a written medical statement from a licensed physician that specifies that the ill foodservice employee may return to work (prepare food).

MONITORING:

1. The foodservice manager/person in charge will observe employees for boils, burns, cuts and infected wounds on hands, wrists, and exposed portions of arms.
2. The foodservice manager/person in charge will observe employees for the following diseases: Salmonella, Shigella, E-Coli, Hepatitis A, and Norovirus.
3. The foodservice manager/person in charge will observe employees for any of the following symptoms: diarrhea, fever, vomiting, jaundice, and sore throat with fever.

CORRECTIVE ACTION:

1. The foodservice manager/person in charge will require all employees with boils, burns, cuts, and infected wounds on hands, wrists, and exposed portions of arms to wear a non-penetrable cover (such as a finger cot) and a glove. The manager may assign other duties that do not involve food preparation.
2. The foodservice manager/person in charge must report to the district Child Nutrition Director, any employees that display symptoms of Salmonella, Shigella, E-Coli, Hepatitis S, Norovirus, and/or any of the following symptoms: diarrhea, fever, vomiting, jaundice, and a sore throat with fever. The Child Nutrition Director will determine what actions need to be taken regarding the employee.

VERIFICATION AND RECORD KEEPING:

All health related records will be maintained in each employee's district personnel file.

DATE IMPLEMENTED: _____**BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Washing Hands

(Sample SOP)

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

Washing Hands, continued

(Sample SOP)

INSTRUCTIONS, continued:

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.
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.

Washing Hands, continued

(Sample SOP)

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Storing and Using Poisonous or Toxic Chemicals

(Sample SOP)

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.

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.

Storing and Using Poisonous or Toxic Chemicals, continued

(Sample SOP)

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:** _____

Cleaning and Sanitizing Food Contact Surfaces

(Sample SOP)

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 dishmachine is used:
   - Check with the dishmachine 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.
- 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 dishmachine, 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 dishmachine, 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 smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dishmachine.
   - For chemical sanitizing dishmachine, 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
(Sample SOP)

4. In a dishmachine:
   - 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 dishmachine, 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 dishmachine, 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: _____

Ice Machine Usage

(Sample SOP)

Policy: Ice is handled only by food service employees trained in proper sanitation and safety procedures, in a manner to ensure student and customer safety.

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

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

Monitoring:

1. Monitor ice machine and employees to ensure that proper ice handling techniques are being followed, and that access is only allowed by employees trained in proper sanitation and safety procedures.
2. Develop an ice machine cleaning schedule, following manufacturer’s guidelines.
3. Provide training and tools for employees to properly clean and sanitize.
4. Follow up as necessary.

Corrective Action:

1. If ice becomes contaminated all ice should be discarded.
2. Retrain any food service employee found not following the procedures in this SOP.

Verification and Record Keeping:

1. The food service supervisor will verify that food service workers are following procedures by visually monitoring food service employees during all hours of operation.
2. The designated food service employees responsible for monitoring will maintain and record cleaning schedules.

Ice Machine Usage Continued

(Sample SOP)

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Using and Calibrating Thermometers

(Sample SOP)

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 ($\pm$ 1 ºC)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:

Using and Calibrating Thermometers, continued

(Sample SOP)

- 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:** _____

Receiving Deliveries

(Sample SOP)

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.

Receiving Deliveries, continued

(Sample SOP)

- 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 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 out-dated expiration dates.
   - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the 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:** _____

Preventing Cross Contamination During Storage and Preparation

(Sample SOP)

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.

MONITORING:

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

Preventing Cross Contamination During Storage and Preparation, continued

(Sample SOP)

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:** _____

Washing Fruits and Vegetables

(Sample SOP)

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 Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

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.

Washing Fruits and Vegetables, continued

(Sample SOP)

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:** _____

Controlling Time and Temperature During Preparation

(Sample SOP)

PURPOSE: To prevent foodborne illness by limiting the amount of time that time/temperature control for safety 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 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 foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety 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

(Sample SOP)

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:** _____

Tasting Method

(Sample SOP)

Policy: All foodservice employees will use the correct and sanitary tasting method to prevent contamination and ensure food safety.

Procedures: All employees in school foodservice must:

Use a Two Spoon Tasting Method (preferred, but not required method):

1. Remove a sample of a product from the container with one spoon.
2. Transfer the product sample onto a second spoon, step back so that you are not leaning over the food.
3. Taste the product.
4. Never re-use a used spoon.

Use a One Spoon Method:

1. Remove a sample of a product from the container with spoon.
2. Step back so that you are not leaning over the food.
3. Taste the product.
4. Never re-use a used spoon.

Monitoring: The unit supervisor will:

1. Observe the food tasting practices of employees.

Corrective Action:

1. Retrain any food service employee not found following the procedures of this SOP.
2. Discard any contaminated food.

Verification and Record Keeping:

1. The foodservice supervisor/ Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice supervisor will complete the Food Safety Checklist daily.
3. The foodservice supervisor will record any discarded food in the food production record.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that time/temperature control for safety 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 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 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 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.

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.

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

(Sample SOP)

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:** _____

Thawing Foods

(Sample SOP)

Policy: All foods will be thawed using appropriate practices to ensure food safety.

Procedures: Employees thawing food should:

1. Use one of four acceptable methods for thawing food:
    a. Thaw foods in the refrigerator at 40°F or below. NEVER thaw foods at room temperature.
    b. Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
    c. Thaw the product in the microwave if product will be cooked immediately in the microwave or by conventional means.
    d. There is no separate thawing – thawing occurs as part of the cooking process. This should only be used for processed foods according to the package directions and never for bulk meats such as ground beef, roasts, turkeys, etc.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed foods, unless they are first cooked.

Monitoring: The unit supervisor will:

1. Review thawing procedures to assure they are done correctly.
2. Take corrective action as necessary.
3. Use labels to monitor pulled dates or freezer charts to ensure FIFO of freezer products.
4. Follow up as necessary.

Corrective Action:

1. Retrain any food service employee not found following the procedures of this SOP.
2. Discard improperly thawed foods.

Verification and Record Keeping:

1. The foodservice supervisor/ Director will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.
2. The foodservice supervisor will complete the Food Safety Checklist.
3. The foodservice supervisor will record any discarded food in the food production sheet

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooking Time/Temperature Control for Safety Foods

(Sample SOP)

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 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)

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.

Cooking Time/Temperature Control for Safety Foods, continued

(Sample SOP)

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:** _____

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

(Sample SOP)

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 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 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 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 foods at 41 ºF or below.
7. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety 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 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."
   - 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.

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

(Sample SOP)

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:** _____

Using Suitable Utensils When Handling Ready-to-Eat Foods

(Sample SOP)

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 anytime 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

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.

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

(Sample SOP)

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:** _____

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

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety 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 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 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.
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 Foods SOP.
   - All cold time/temperature control for safety 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.

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

(Sample SOP)

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 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.
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.

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

(Sample SOP)

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:** _____

Preventing Contamination at Food Bars

(Sample SOP)

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 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

(Sample SOP)

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:** _____

Serving Food

(Sample SOP)

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 food at the proper temperature. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety 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 foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, and Cooling Time/Temperature Control for Safety 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.

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 Foods; Cooling Time/Temperature Control for Safety Foods; and Hot and Cold Holding for Time/Temperature Control for Safety Foods SOPs.

Serving Food, continued

(Sample SOP)

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:** _____

Breakfast in the Classroom

(Sample SOP)

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that food(s) served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store food according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Label all containers with date and time it is to be discarded.
5. Maintain temperatures of food or discard after 4-hours.

Teachers or school staff must:

1. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Maintain temperatures of food or discard after 4-hours.
    c. Return ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
    d. Discard all milk. If there are questions discuss with Person in Charge.
    e. Milk can only be kept if completely under ice with no standing water.
2. Return all equipment to the school foodservice department the same day.
3. See that all desks are wiped down daily and report all spills to instructor or designee.

The foodservice manager (PIC) will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member if applicable.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, manager (PIC) will notify Instructor first then the building principal.
5. Wash, rinse, and sanitize returned equipment.
6. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Bus Meal Service

(Sample SOP)

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

SCOPE: This procedure applies to foodservice employees who transport and serve food on the Bus Stop café.

PROCEDURES:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
    - Maintain the temperature of refrigerated, TCS at 41°F or below.
3. Store food in containers suitable for transportation. Containers should be:
    - New cardboard box, rigid, undamaged
    - Tightly closed to retain the proper food temperature
4. Place food containers in food carrier boxes and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
5. If food is TCS and is not able to be held at the proper temperatures it should be date and time labeled with directions to discard remaining food after 4-hours. This includes milk.

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 temperatures of food using a calibrated thermometer by placing it between two containers before placing it into the food cold holding unit. Post and maintain a temperature log on the cold holding unit and record the temperatures daily.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Cool food to 41°F or below using a proper cooling procedure, if the internal temperature of cold food is greater than 41°F. Refer to the Cooling TCS SOP for the proper procedures to follow when cooling food.
3. Discard foods held in the danger zone for greater than 4-hours.

Bus Meal Service Continued

(Sample SOP)

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice 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, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log. The foodservice manager/person in charge at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and cold Holding Temperature Log daily. The foodservice manager/person in charge on the Bus will verify that foodservice 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 foodservice manager/person in charge will complete the Food Safety Checklist monthly. 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**: _____

Food to be Served Off Site, In Kiosks, Hallways, Concession Stands, Classrooms, School Courtyards, or Other Locations Outside the Cafeteria

(Sample SOP)

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that food served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:

1. Follow all personal hygiene standard operating procedures.
2. Prepare and store food according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.
4. Pre-wrap as many food items if possible and keep the temperature hot 135°F.
5. Label all food with date and time it is to be discarded.

Teachers or school staff must:

1. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Maintain cold temperatures of food or discard after 4-hours.
    c. Discard All extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
2. Return all equipment to the school foodservice department within 24-hours of the event.

The foodservice manager will:

1. Prepare appropriate menu options.
2. Take order from teacher/staff member if applicable.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Wash, rinse, and sanitize returned equipment.
6. Follow up as necessary.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Sack Lunches/Meals for Field Trips
(Sample SOP)

PURPOSE: Foodservice employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

PROCEDURES:

All employees in school foodservice must:
1. Follow all personal hygiene standard operating procedures.
2. Prepare and store sack lunches according to standard operating procedures.
3. Use gloves for handling all ready-to-eat foods.

Teachers and/or school staff who order sack lunches must:
1. Place the order at least two weeks before the event and confirm final count three days prior to the event.
2. Select a menu from options provided.
3. Observe appropriate food handling techniques such as:
    a. Wash hands prior to distributing meals.
    b. Make sure food carriers are clean (inside and outside).
    c. Maintain cold temperatures of food.
    d. Discard ALL extra food immediately following the meal. Food will cause illness if it is not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
4. Return all equipment to the school foodservice department within 24-hours of the event.

The foodservice manager/person in charge will:
1. Prepare appropriate menu options.
2. Take orders from teacher/staff member.
3. Observe all foodservice employees to ensure that they are following standard operating procedures.
4. Accept and inspect returned equipment. If equipment is not returned or is returned damaged, the teacher/staff member will be billed for the cost of replacing the equipment.
5. Wash, rinse and sanitize returned equipment.
6. Follow up as necessary.

MONITORING:
- 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.
- Check the temperatures of food using a calibrated thermometer by placing it between two containers before placing it into the food cold holding unit. Post and maintain a temperature log on the cold holding unit and record the temperatures.

Sack Lunches/Meals for Field Trips Continued

(Sample SOP)

CORRECTIVE ACTION:

- Retrain any foodservice employee found not following the procedures in this SOP.
- Cool food to 41°F or below using a proper cooling procedure, if the internal temperature of cold food is greater than 41°F. Refer to the Cooling TCS SOP for the proper procedures to follow when cooling food.
- Discard foods held in the danger zone for greater than 4-hours.

DATE IMPLEMENTED: _____ **BY**: _____

DATE REVIEWED: _____ **BY**: _____

DATE REVISED: _____ **BY**: _____

Serving Safe Food to Students with Food Allergies

(Sample SOP)

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

(Sample SOP)

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: _____

Transporting Food to Remote Sites (Satellite Kitchens)

(Sample SOP)

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 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

(Sample SOP)

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 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 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 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.

Transporting Food to Remote Sites (Satellite Kitchens), continued

(Sample SOP)

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooling Time/Temperature Control for Safety Foods

(Sample SOP)

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety 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 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.

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.

Cooling Time/Temperature Control for Safety Foods, continued

(Sample SOP)

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:** _____

Reheating Time/Temperature Control for Safety Foods

(Sample SOP)

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 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 Foods, continued

(Sample SOP)

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:** _____

Machine Ware Washing—High Temperature

(Sample SOP)

Policy: All silverware, serving dishes, and utensils are washed, rinsed, and sanitized after each use. The machine for ware washing will be checked prior to each meal period to ensure that it is functioning properly.

Procedures: Employees who use the ware washing machine will be responsible for knowing how to use the machine, document its use, and properly maintain it after use. Steps include:

1. Fill dish machine tanks prior to use, utilizing the automatic filler
2. Run dish machine until the minimum temperature shown on the machine data plate is reached, and then again prior to being used, to ensure that the water is properly heated. Generally, this is 160º for wash cycle and 180º for heat rinse cycle.
3. Check that soap and rinse additive dispensers have enough products for the day's use.
4. Scrape and rinse all items before placing them in the machine.
5. Load the dishwasher racks. Avoid overloading or improper loading.
6. Place rack in machine and close door.
7. Check temperatures for wash, rinse, and final rinse cycles and the water pressure. **Follow manufacturer's recommendations for pressure and minimum wash and rinse temperatures** (refer to machine data plate and/or owners manual). *Generally***,** temperatures and pressure should be at least:
   a. Wash - 160°F and run for time specified on machine data plate.
   b. Rinse - 170° and run for time specified on machine data plate.
   c. Final rinse - 180°F. For stationary-rack, single-temperature machines, the rinse must be at least 165°F. Run for the amount of time specified on machine data plate.
   d. Water pressure for final rinse: 20 psi**.**
8. Record the date, temperature, and initial the entry on the **Temperature Monitoring Form**. This should be done 3x per day
9. Run racks of trays and flatware through the dish machine.
10. Remove trays and flatware from machine and allow to air dry.

Monitoring: The supervisor will:

1. Verify that the ware washing machine is functioning properly.
2. Make sure dish washer monitors temperatures periodically and notifies manager immediately if either temperature (wash or rinse) drops below required levels shown on the machine data plate.
3. Check temperature monitoring forms to ensure that temperatures meet standards and temperatures are recorded daily.
4. Follow up as necessary.

Machine Ware Washing- High Temperature Continued

(Sample SOP)

Corrective Action:

1. If temperatures do not meet requirements as specified in this SOP report temperatures immediately to supervisor.
2. Be prepared to convert to disposables until problem is solved.

Verification and Record Keeping:

1. Supervisor will review **Temperature Monitoring Form** and keep on file.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Visitors in Foodservice

(Sample SOP)

Policy: Visitors in the foodservice department will be kept to a minimum, if at all. It is recommended that the manager meet with staff, parents, students, teachers, etc., in the cafeteria to eliminate traffic through the kitchen. If visitors are present, for a tour, for example, they must adhere to all food safety practices followed by the food service employees.

Procedures: The supervisor and employees must:

1. Prohibit/limit the access in the food production areas by visitors (anyone other than food service staff trained in sanitation and safety).
2. Provide hairnets/caps for all visitors to food production areas.
3. All visitors must wash their hands following foodservice operation's procedures.

The supervisor will:

1.Post signs to inform all visitors of the following procedures:

- No access to foodservice production areas
- Location of and proper use of hair restraints
- Location of and proper use of hand washing stations

1. Monitor visits/visitors in the kitchen to ensure that procedures are followed.
2. Lock the back door at all times (except during food deliveries) and require identification from visitors and know why they are there.

Monitoring:

1. Monitor visitors in production areas to ensure that procedures are followed.

Corrective Action:

1. Retrain any employee found not following the procedures in this SOP. Inform principal/SNP office of any school staff violating this SOP.

Verification and Record Keeping:

1. The foodservice supervisor will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Handling a Food Recall

(Sample SOP)

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

(Sample SOP)

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:** _____

Responding to a Foreign Object Complaint

(Sample SOP)

Policy: All school foodservice personnel will respond to a complaint of a physical hazard (foreign object) found in food promptly and will show concern for the individual making the complaint.

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

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as a broken tooth, cut, etc.
3. Take the child to the school nurse or appropriate administrator if there was physical harm to the child.
4. Save the object and the box/bag from which it came, if known.
5. Record the manufacturer, codes, and dates listed on the box.
6. Report the incident to the unit supervisor/district director, so appropriate follow-up can be done.
7. Pull the remainder of food, if appropriate. (ex. glass in food).
8. Report the incident to the Health department if it is thought that the foreign object was in a commercially prepared food item prior to opening the case, box, or package. The health department will see that a trace is completed to see if similar products are also contaminated.

Monitoring:

1. Monitor employees to ensure that proper procedures are followed when responding to a foreign object complaint.
2. Provide training and procedures in completing a Physical Hazard Incident Report.

Corrective Action:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved.
2. Complete the **Physical Hazard Incident Report.**
3. Follow up as necessary.
4. File corrective action in HACCP file.

Verification and Record Keeping:

1. The foodservice supervisor will verify that foodservice workers are following procedures by visually monitoring foodservice employees during all hours of operation.

Responding to a Foreign Object Complaint Continued

(Sample SOP)

2. The foodservice supervisor will complete the Food Safety Checklist daily.
3. The designated foodservice employee responsible for monitoring will record any discarded food on the production records.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____BY: _____

DATE REVISED: _____BY: _____

Communicating During a Foodborne Illness Outbreak

(Sample SOP)

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
   - 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.

Communicating During a Foodborne Illness Outbreak, continued

(Sample SOP)

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

(Sample SOP)

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: _____

Assembling a Body Fluid Cleanup Kit

(Sample SOP)

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):
        - 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 (8.25% concentration, unscented)[+]
        - Measuring spoon (tablespoon) and cup (1 cup)
        - Disposable paper towels
        - Disposable mop head
        - Plastic garbage bags and twist-ties

[+]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.

Assembling a Body Fluid Cleanup Kit, continued

(Sample SOP)

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:
     - Twelve (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.
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.

Assembling a Body Fluid Cleanup Kit, continued

(Sample SOP)

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: _____

Cleaning and Disinfecting Body Fluid Spills

(Sample SOP)

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.
    - 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.
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.

Cleaning and Disinfecting Body Fluid Spills, continued
(Sample SOP)

- 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.
     - 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*.
   - 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.

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: _____

Share Tables

(Sample SOP)

Purpose: To provide guidance on food items approved for redistribution in the cafeteria setting while maintaining food safety protocols to prevent the risk of a foodborne illness.

Scope: This procedure applies to child nutrition programs that allow approved foods to be returned to a “share table” and utilized for redistribution.

Key Words: Share Table, Redistribution, Re-Service

Instructions:

Re-service (redistribution) refers to the transfer of food that is unused and returned by a consumer after being served or sold in the procession of the consumer, to another person.

USDA Regulation 7 CFR 210.9(14) and 220.7(8): Each school food authority (SFA) participating in the NSLP and SBP agrees to “maintain, in the storage, preparation, and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations and must comply with FNS food safety requirements of 7 CFR 210.13, 226.20(1) and 225.16(a).”

DNS Instruction 786-6: “SFA operators must be aware of all applicable local and State health and food safety codes to ensure their use of share tables does not violate any of those codes. It is important to keep in mind that local and State health and food safety codes may be more restrictive than the FNS requirements, or may place specific limitations on which food or beverage items may be reused. To ensure compliance with food safety requirements, SFA operators should discuss plans for a share table with their local health department and State agency prior to implementation”

Allowable Food and Beverage Redistribution Practices:

- Children may take an additional helping of a food or beverage item from the share table at no cost; Food or beverage items left on the share table may be served and claimed for reimbursement during another meal service (i.e. during an afterschool snack program when leftover from a school lunch);Food or beverage items may be donated to a non-profit organization, such as a community food bank, homeless shelter or other non-profit charitable organization (see SP 11-2012, CACFP 05-2012, SFSP 07-2012: Guidance on the Food Donation Program in Child Nutrition Programs).

Food and Beverages Allowed for Redistribution:

- Un-opened, pre-packaged shelf stable food items, such as granola bars, cereal packs, crackers, ketchup packets, and drinks. Wrapped fruit and vegetables or fruit with a thick skin like washed apples, bananas, and oranges, with the peel intact. Un-opened, pre-packaged potentially hazardous or perishable food items, such as string cheese or milk.

Share Tables Continued

(Sample SOP)

Foods and Beverages Not Allowed for Redistribution:

- Unpackaged food items, such as a salad bowl without a lid

Packaged items that have been opened, punctured, or otherwise compromised, such as an open bag of baby carrots, packaged items that can be opened and resealed foods that have reached their expiration date food items brought from home.

Potentially Hazardous or Perishable Foods:

Option 1: If the following conditions are met and the local health sanitarian has provided approval, potentially hazardous foods, such as milk, may be returned to storage and re-served at the next meal service: 1. Items must be placed in a separate temperature-controlled storage unit, such as a refrigerator or mechanical display cooler, after the point of sale. 2. Items must be stored at or below 41°F, with temperatures being monitored and documented on the Share Table Temperature Log every two hours or at the end of the meal service, if service is less than two hours in length. 3. Returned unopened packaging shall be inspected by the share table monitor to ensure it has not been compromised and that the expiration date has not passed. 4. Returned unopened items shall not be intermixed with food and beverages in storage; instead, they must be stored in a separate container, to be used first at the next meal service.

Option 2: If the following conditions are met and your local health sanitarian has provided approval, foodservice employees may use time as a public health control to allow students to share unopened, unwanted potentially hazardous or perishable foods on the share table: 1. School notifies their local health sanitarian that they plan to use time as a public health control and outlines their procedure for ensuring the student's safety using the Minnesota Department of Health or local health agency's Time as a Public Health Control Form. 2. Returned, unopened items shall be inspected by the share table monitor to ensure the packaging has not been compromised. 3. Items are placed on a designated share table, which could include (but not required) a separate storage container or tray with ice. 4. Items are discarded after four hours outside of temperature control, or after the meal service, whichever is sooner.

Monitoring:

1. Foodservice employees will continually monitor that all potentially hazardous or perishable foods, such as milk cartons, are maintained at proper temperatures. Temperatures of these items must be monitored and documented every two hours or at the end of the meal service, if the service is less than two hours in length. Alternatively, if time is used as a public health control for potentially hazardous items, the items are discarded after four hours or after the meal service, whichever is sooner.

2. Foodservice employees will inspect all items placed on the share table to ensure they are all allowable items, their packaging has not been compromised, and expiration dates have not yet passed.

Share Tables

(Sample SOP)

Corrective Action:

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

2. Discard items found on the share table if:

    a. They are considered unallowable food items
    b. They are potentially hazardous/perishable and found to be above 41°F when temperatures are monitored
    c. Their packages have been compromised
    d. The expiration date has passed

Verification and Record Keeping:
Foodservice employees will document temperatures of potentially hazardous/perishable foods left on the share table on the Share Table Temperature Log as specified in the Instructions Section of this SOP. Foodservice employees will document all items for redistribution on the Food Recovery Log. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. These logs are to be kept on file for a minimum of one year.

APPROVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

REVISED BY: _____ DATE: _____

FOOD SAFETY CHECKLIST

Date _____
Observer _____

Directions: Use this Checklist as needed. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in notebook for future reference.

PERSONAL HYGIENE	**Yes**	**No**	**Corrective**
• 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 and a watch and no bracelets.	☐	☐	_____
• 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 foodservice glove while handling food. .	☐	☐	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing 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 hand washing reminder sign is posted.	☐	☐	_____
• Employee restrooms are operational and clean.	☐	☐	_____

FOOD PREPARATION	**Yes**	**No**	**Corrective**
• 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.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD PREPARATION (cont.)	Yes	No	Corrective
• 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			
• 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 potentially hazardous foods (Time/Temperature Control for Safety Foods (TCS)) .	☐	☐	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	_____
• Temperature of hot food is being held is at or above 135°F.	☐	☐	_____
• Food is protected from contamination.	☐	☐	_____

COLD HOLDING			
• 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			
• Thermometers are available and accurate	☐	☐	_____
• Temperature is appropriate for pieces of equipment.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD PREPARATION (cont.)	Yes	No	Corrective
• Food is stored 6 inches off floor or in walk-in cooling equipment.	☐	☐	_____
• Refrigerator and freezer units are clean and neat.	☐	☐	_____
• Proper chilling procedures are used.	☐	☐	_____
• All food is properly wrapped, labeled, and dated.	☐	☐	_____
• The FIFO (First In, First Out) method of inventory management is used.	☐	☐	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	☐	☐	_____

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

CLEANING AND SANITIZING	Yes	No	Corrective
• Three-compartment sink is properly set up for ware washing.	☐	☐	_____
• Dish machine is working properly (such as gauges and chemicals are at recommended levels.)	☐	☐	_____
• Water is clean and free of grease and food particles.	☐	☐	_____
• Water temperatures are correct for wash and rinse.	☐	☐	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 180°F water for 30 seconds.	☐	☐	_____

FOOD SAFETY CHECKLIST (cont.)

CLEANING AND SANITIZING (cont.)	Yes	No	Corrective
• If using a chemical sanitizer, it is mixed correctly and sanitizer strip is used to test chemical concentration.	☐	☐	_____
• Smallware and utensils are allowed to air dry.	☐	☐	_____
• Wiping cloths are stored in sanitizing solution while in use.	☐	☐	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	☐	☐	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	☐	☐	_____
• Work surfaces and utensils are clean.	☐	☐	_____
• Work surfaces are cleaned and sanitized between uses.	☐	☐	_____
• Thermometers are calibrated on a routine basis.	☐	☐	_____
• Can opener is clean.	☐	☐	_____
• Drawers and racks are clean	☐	☐	_____
• Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person	☐	☐	_____

LARGE EQUIPMENT	Yes	No	Corrective
• Food slicer is clean.	☐	☐	_____
• Food slicer is broken down, cleaned, and sanitized before and after every use.	☐	☐	_____
• Boxes, containers, and recyclables are removed from site.	☐	☐	_____
• Loading dock and area around dumpsters are clean and odor-free.	☐	☐	_____
• Exhaust hood and filters are clean.	☐	☐	_____

GARBAGE STORAGE AND DISPOSAL	Yes	No	Corrective
• Kitchen garbage cans are clean and kept covered.	☐	☐	_____
• Garbage cans are emptied as necessary.	☐	☐	_____
• Boxes and containers are removed from site.	☐	☐	_____
• Loading dock and area around dumpster are clean.	☐	☐	_____
• Dumpsters are clean.	☐	☐	_____

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

Daily Menu Production Record-Food -Based Menu Planning

Name of school/site ____________

Grade Group ____________

Date ____________

Menu ____________

- [ ] Breakfast
- [ ] Lunch
- [ ] OVS
- [ ] Pre-plated (Served)

Reimbursable meals

(projected): ____

Number of student meals offered (prepared) ____

Number of student meals selected (served): ____

Nonreimbursable Meals

Number of student meals planned (projected): ____

Number of student meals offered (prepared): ____

Number of student meals selected (served): ____

R = Reimbursable NR = Nonreimbursable T = Total

Menu/food items	Recipe ID/product ID	Portion Size	Meat/meat alternates	Grains	Fruits	Vegetables	Milk	Planned (projected) services			Planned (projected) quality of food (in purchase units	Actual number services offered (Prepared)			Actual number servings selected (served)			Substitutions, leftovers, and notes
								R	NR	T		R	NR	T	R	NR	T	
										0				0			0	
										0				0			0	
										0				0			0	
										0				0			0	
										0				0			0	
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										0				0			0	
										0				0			0	

Verifier signature ____________ Date ____________

AFTERSCHOOL SNACK PRODUCTION RECORD

WEEK OF _____ SCHOOL _____

MENU	MENU COMPONENT	FOOD ITEM	SERVING SIZE	SERVINGS PER UNIT	ACTUAL AMOUNT USED	AMOUNT LEFTOVER	PORTIONS SERVED
Monday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Tuesday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Wednesday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Thursday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
Friday							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							

Receiving Log (Transporting)

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 foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily.

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

Damaged or Discarded Product Log

Instructions: Foodservice 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 foodservice manager will verify that foodservice employees are discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily.

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

Refrigeration / Freezer Log

Month/Year	Location

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each day.

Location/Unit Description	Date	Time	Temperature	Corrective Action	Initials
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
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	16				
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	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	30				
	31				

Thermometer Calibration Log

Month/Year	Location

Instructions: A designated foodservice employee shall place the thermometer in an ice slurry for approximately 1 minute. The thermometer will be adjusted to with 2 degrees of 32 degrees, if necessary.

Thermometer Description	Date	Time	Temperature	Corrective Action	Initials

DISH MACHINE TEMPERATURE LOG

SCHOOL:_____ **MONTH:**_____

FINAL RINSE TEMP 180°F

Date	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp
1												
2.												
3												
4												
5												
6												
7												
8												
9												
10												
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29												
30												
31												

Foodborne Illness Incident Report

Date occurred: _____
School: _____
Time/meal: _____

Child's name:

_____

Parent or guardian's name:

_____

Address:

_____

Telephone number:

_____

Physician contact Information:

_____

Health Dept. contact name & date:

_____

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

_____
_____

Description of Preparation:

_____
_____
_____

Summary of incident:

_____
_____
_____
_____

Symptoms:

_____

_____
_____
_____

Recall of Activities:

_____
_____
_____

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

_____
_____
_____

Results of Investigation:

_____
_____
_____
_____
_____
_____

Corrective Action:

_____
_____
_____
_____
_____

Manager or Person In Charge's Signature: _____
Date:_____

Physical Hazard Incident Report

Date: _____ Employee: _____

Time/meal: _____ Supervisor: _____

Child's name: _____

Parent/guardian's name: _____ Telephone: _____

Food Item:

_____

_____

Object Description:

_____

_____

Manufacturer's Product Information:

_____

_____

_____

Summary of Incident:

_____

_____

_____

_____

Description of injury to child:

_____

_____

_____

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

_____

_____

_____

Employee signature: _____ Date: _____

Corrective action:

_____
_____
_____
_____

Manager or Person
In Charge's Signature: _____
Date: _____

Grab & Go Meal Order Form

Enter your student's name, grade and school below. Put an X under the days that meals are requested. If an X in under each day then during meals pick up on Monday, you will receive a hot lunch for Monday; 4 cold packed lunches to be re-heated or eaten cold for Tuesday – Friday; and 5 cold breakfasts for Tuesday-Friday and Monday.

Name	Grade	School	M	TU	WED	TH	FRI
John Jones	2	Happy Hollow Elem.	X	X	X	X	X

Number of Sibling Meals Ordered at $4.00 each (pre-pay only): _____

Family Contact Information:

Last Name: _____

Email: _____

Phone: _____

Signature: _____

Resources

1. FDA Food Safety Plan Builder
https://www.cfsanappsexternal.fda.gov/scripts/foodSafetyPlanBuilder/download.cfm

2. Managing Food Safety
https://www.fda.gov/media/71976/download

3. Developing a School Food Safety Program Based on the Process Approach to HACCP Principles
https://www.fns.usda.gov/ofs/developing-school-food-safety-program-based-process-approach-haccp

4. Template for Developing a School Food Safety Program
https://www.isbe.net/Documents/Food-Safety-Plan-Template.pdf

5. Fight Bac, Partnership for Food Safety Education
https://www.fightbac.org/

6. Institute of Child Nutrition, Food Safety
https://theicn.org/icn-resources-a-z/food-safety

7. Food Safety
https://www.foodsafety.gov/

8. Arkansas State Board of Health Rules and Regulations
https://www.healthy.arkansas.gov/images/uploads/pdf/RULES_PERTAINING_TO_RETAIL_FOOD_ESTABLISHMENTS_Effective_9-7-2019_with_signature.pdf