

School Food Safety Program
Hazard Analysis Critical Control Point
William E. Norris School
34 Pomeroy Meadow Road
Southampton, MA 01073

Food and Nutrition Services for

**William E. Norris Food
Service Department
34 Pomeroy Meadow Rd
Southampton, MA 01073**

School Food Safety Program

William E. Norris School

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Menu:

One menu is used for the William E. Norris School in Southampton, MA.
There are standardized recipe books in the kitchen

Purchasing:

Grocery products are purchased through a primary and secondary vendor. Dairy and bread products are purchased through separate vendors.

FOOD PREPARATION ACTION PLAN
Dry Storage

Food Categories

Canned Vegetable	Canned Fruit	Condiments	Dry Storage	Spices
Baked Beans	Applesauce	Dressings	Breads	Soup Base
Corn	Pineapple	Oils	Cheese Sauce	Black Pepper
Carrots	Peaches	Catsup	Pastas	Garlic Powder
Peas	Pears	Honey	Milk, dry	Oregano
Green Beans	Mixed Fruit	Mustard	Nachos Chips	Thyme
Tomatoes	Apples Sliced	Vinegar	Potato Buds	Gravy Mix
Spaghetti Sauce		Relish	Snacks	Cheese Sauce
Tomato Paste		Mayonnaise	Pickles	
Soups		Syrup	Dessert Mixes	
Sweet Potatoes	Refried Beans	Salsa	Rice	

Refrigerator Storage

Fresh Vegetable	Fresh Fruit	Dairy	Deli Meat	Misc.	
Broccoli	Apples	Cheese	Turkey	Juice	
Cauliflower	Oranges	Margarine	Ham	Water	
Celery	Bananas	Milk		Eggs	
Tomatoes	Melons	Yogurt		Soft tortilla shells	
	Pears	Cottage Cheese		Sandwich Bread	
Spinach	Strawberries	Cream Cheese			
Lettuce	Grapes	Sour Cream			
Salad Mix	Peaches	Salad Dressing			
Peppers		Mayonnaise			
Carrots					
Onions					
Cucumbers					
Potatoes					

Freezer Storage

Precooked Meats		Raw Meat	Frz. Bakery	Frz Veg.	Misc
Beef Patty		Ground Beef	Pizza	French Fries	Cheese
Chicken Nugget		Chicken	Pancakes	Potato Puffs	Pizza
Chicken Patty		Turkey Roast	French Tst. Sticks	Hash Browns	Lasagna
Chicken Tenders		Turkey	Muffins	Veg. Blends	Stuffed Shells
Popcorn Chicken			English Muffins	Corn	Ice Cream
			Bread Sticks	Broccoli	Frz. Juice Bars
Deli Meats			Bagels	Green Beans	Mozz. Sticks
Hot Dogs			Rolls	Peas	Fruit Cups
Fish Sticks			Bread Stics	Carrots	Scrambled Eggs
Meatballs			Misc. Baked	Collard Greens	
Sausage			Bread		
BBQ Rib					
Bacon					
Steak-Um					

Menu Items Sorted By Process (Step 2)

Process 1 (No Cook)	Process 2 (Cook and Serve Same Day)	Process 3 (Complex Food Preparation)
Milk	French Fries, Potato Rounds, Hash Brown	Cookies
Juice	Canned or Frozen Soups	Cobblers/Crisps
Water	Grilled Cheese	Spaghetti Sauce
Fresh Fruit	Vegetables (Canned or Frozen)	Meat Sauce
Canned Fruit	Mashed Potatoes	Taco Mix
Fresh Vegetables Served Raw	Pasta	Macaroni and Cheese
	Bacon	Chili
Cream Cheese	Pizza	Sloppy Joes
Butter	Hot Dog	Left Overs
Cheese	Chicken Nuggets	
Ham	Buffalo Chicken Tenders	
Turkey	Meatballs	
Pepperoni	French Toast Sticks	
Tuna Salad	Pancakes	
Chicken Salad	Sausage	
Salads (Garden & Chef)	Hamburger	
Yogurt	Cheeseburger	
Bagels	Chicken Patty	
Cole Slaw	Lasagna Roll Ups	
All Cold Sandwiches	Bacon, Egg & Cheese	
Condiments	BBQ Rib	
Breads	Taco Meat	
Cold Cereals	Turkey Roast	
Salad Dressings	Philly Steak	
Bagged Snack Items	Popcorn Chicken	
Cheese	Rice	
Wraps	Chicken Tenders	
	Frozen Fish Items	
	Pasta	
	Chicken Fajitas	
	Soups	
	Pork Roast	
	Spaghetti	
	Ham	
	Baked Chicken	

Process 1 – No Cook (Step 3)
Keep Food Below 45 ° F

Control Measures:

CCP:

- Cold holding – Critical limit is 45 ° F or below

SOP:

- Personal Hygiene
- Washing Fresh Fruit and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperature of food.
- Date marking of ready-to eat food.

Process 2 Cook and Same Day Serve
Cook to Correct Temperature. Serve at 140 ° F or above.

Control Measures:

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted above.)

SOP:

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

Process 3 – Cook, Cool, Reheat, Serve
Limit Time in the Danger Zone (45 to 140° F)

Control Measures:

CCP:

- Cooking to destroy bacteria and other pathogens
- Reheating for hot holding, if applicable

SOP:

- Cooling to prevent the outgrowth of spore-forming bacteria (SOP)
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation (SOP)

Standard Operating Procedures (Step 4)

Standard Operating Procedures for William E. Norris School is listed below. Foodservice staff will be made aware of all SOPs during initial and in ongoing training.

1. Facility-Wide

- Washing Hands
- Calibrating a Thermometer
- Preventing Cross-Contamination
- Preventing Bare Hand Contact with Ready-to-Eat Foods
- Personal hygiene
- Operating Without Power
- Operating Without Hot Water
- Storing and Using Chemicals
- Implementing an Employee Health Policy
- Purchasing from Reputable Vendors
- Receiving Deliveries
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2. Storing

3. Cooking

4. Cooling

5. Reheating

6. Preparation

7. Holding

8. Transporting

Food Preparation Action Plan

Categorizing Menu Items and Identifying Control Measures and Critical Control Points(CCPs):

The monthly menu is posted in the kitchen. Each menu item available for service is listed in this food safety program in the table below. When new menu items are added, the list is updated. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach Charts attached. Once the determination is made for each menu item, the food service manager will make the rest of the food service staff aware of the menu items and applicable process and control measures by posting the Process Chart in the kitchen. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

Staff:

- All foodservice personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided on a quarterly basis.
- An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document will be available in the manager's office.

Monitoring: (Step 5)**Manager Responsibilities:**

- The foodservice manager will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The manager will also be responsible for monitoring the overall performance of standard operating procedures.
- Monitoring will be a constant consideration. However, the manager will use the FOOD Safety Checklist to formally monitor foodservice staff at least once per week.

Foodservice Staff Responsibilities:

- Foodservice staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Foodservice staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

Corrective Actions (Step 6)**Documenting Corrective Actions:**

- The foodservice director will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- The foodservice director will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in written SOPs.
- Foodservice staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs

Training:

- In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective action when necessary.

- Guidance on most common specific corrective actions will be listed in this food safety program and will be posted in an accessible location in the kitchen.

Corrective Actions (Step 6): (Examples)

Event	Corrective Action	
Receiving temperature for refrigerated product is at 47 ° F or higher	Reject product	
Temperature of hamburger patties after standard cooking time is 150 ° F	Continue cooking to 165 ° F for 15 seconds	
Food service staff handles raw poultry and then begins to cut up other foods.	Instruct staff to wash hands immediately, discard other food that has been cut up.	
Leftover chili placed in refrigerator is at 80 ° F after 1.5 hours	Immediately reheat chili to 165 ° F for 15 seconds, divide and place in shallow pans in refrigerator, loosely covered. Cool 70 ° F within 2 hours or less, and to 41 ° F or less in an additional 4 hours. If these times and temperatures are not met, discard.	

Recordkeeping: (Step 7)

Documentation (records)	Documentation Schedule
End Point Cooking Temperature	Daily
Time and Temperature for Holding	Daily
Equipment Temperature Records	
Receiving Log	Each Delivery
Freezer Log	Daily
Cooler Log	Daily
Thermometer Calibration	Weekly
Storage Room Log	Daily
Review Records	
Food Safety Checklist	Weekly
Manager's Checklist	Twice yearly
Training Logs	On-going
Corrective Checklist	As necessary

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Recordkeeping Procedures:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on a clip boards in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Review of The School Food Safety Program: (Step 8)

The school food service director will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation.

William E. Norris School
Personal Hygiene

Purpose: To prevent contamination of food by foodservice employees.

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee health policy and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
11. 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.
12. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. 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.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow State and local public health requirements.

Corrective Action:

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of 3 years.

William E. Norris School

Cooking Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow State or local health department requirements regarding internal cooking temperatures.
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:

Internal Cooking Temperatures for Roasts

130°F for	121 minutes
140°F for	12 minutes
145°F for	3 minutes

Shell Eggs, Meat

145°F for	15 seconds
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Ground or Combine Meat or Fish Products:

145°F for	3 minutes
150°F for	1 minute
155°F for	15 seconds
158°F for	Instantaneously

Stuffed: Fish, Meat, Pastas, Poultry or Stuffing:

165°F for	15 seconds
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Cold and Hot Holding Temperatures:

45°F or less
140°F or more

Cooling Requirements:

140°F to 70°F	within 2 hours
70°F to 45°F	within an additional 4 hours

Reheating Temperatures:

At least to 165°F	For 15 seconds within 2 hours
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Ready –to-eat food taken from a can or hermetically sealed container **must be heated to 140°F for 15 seconds.**

Monitoring:

1. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
2. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
3. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Log are kept on file for a minimum of 3 years.

William E. Norris School
Cooling Potentially Hazardous Foods

Purpose: To prevent food borne illness by ensuring that all potentially hazardous foods are cooled properly.

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

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
5. Follow State or local health department requirements regarding required cooling parameters.
6. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked, hot food from:
 - 140 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 140 °F to 70 °F within 2 hours.
 - 70 °F to 45 °F or below in remaining time. The total cooling process from 140 °F to 45 °F may not exceed six hours. Take corrective action immediately if food is not chilled from 140 °F to 45 °F within the 6-hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 45 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 45 °F within 4 hours.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 45 °F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 45 °F 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 45 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 45 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. Maintain the Cooling Temperature Logs for a minimum of 3 years.

William E. Norris School
Holding Hot and Cold Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Hold hot foods at 140 °F or above; and
 - Hold cold foods at 45 °F or below.
3. 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 140 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 140 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 45 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 45 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 45 °F or below.
 - Verify that the air temperature of any cold holding unit is at 45°F or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 140 °F and the last temperature measurement was 140 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 140 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 45 °F and the last temperature measurement was 45 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 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.

- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 45 °F.

Verification and Record Keeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. Foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. Maintain the temperature logs for a minimum of 3 years.

William E. Norris School
Reheating Potentially Hazardous Foods

Purpose: To prevent food borne illness by ensuring that all foods are cooked to the appropriate internal temperature

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

Key Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and reheat foods using this procedure.
2. Follow State or local health department requirements regarding internal cooking temperatures.
3. If State or local health department requirements are based on the *2001 FDA Food Code*, heat processed, ready-to-eat foods from a package or can, such as green beans or prepackage breakfast burritos, to an internal temperature of at least 140° F for 15 seconds for hot holding.
4. Reheat the following products to 165° F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
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 140° F for 15 seconds.
 - Heat leftovers to 165° F 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 45° F and 165° F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

2. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
3. Take at least two internal temperatures from each pan of food.

Corrective Action:

Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking – Reheating Temperature Log are kept on file for a minimum of 3 years.

William E. Norris School
Controlling Time and Temperature during Preparation

PURPOSE: To prevent food borne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

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

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. 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 45 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes or a maximum of 1 hour before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

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

CORRECTIVE ACTIONS:

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

VERIFICATION AND RECORD KEEPING:

Foodservice 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 foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing,

and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 3 years.

William E. Norris School

Serving Food

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

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

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee health 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.
 - a. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
8. Serve food with clean and sanitized utensils.
9. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
10. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following 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, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily.

William E. Norris School

Preventing Cross-Contamination During Storage and Preparation

PURPOSE: To reduce food borne 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 foodservice 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 walk-in refrigerator or 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 Segregating Damaged Goods SOP.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 3 years.

William E. Norris School

Receiving Deliveries

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

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

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

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

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.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 45 °F or below. The temperature of milk should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 45 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check 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. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 3 years.

William E. Norris School

Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If State or local requirements are based on the *2001 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
5. Any time contamination occurs or is suspected
 - 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.
 - If a dish machine is used:
 - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-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. Refer to Using and Calibrating Thermometers SOPs

3. In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
 - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-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.
4. In a dish machine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 3 year.

William E. Norris School
Using Suitable Utensils When Handling Ready-to-Eat Foods

Purpose: To prevent food borne illness due to hand-to-food cross-contamination

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

Key Words: Ready-to-Eat food, Cross-Contamination

Instructions:

1. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. 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
4. 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
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. This log will be maintained for a minimum of 3 years.

William E. Norris School
Washing Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. 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.
4. Follow manufacturer's instructions for proper use of chemicals.
5. 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.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 41 °F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow State and local public health requirements.

Monitoring:

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

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping:

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

William E. Norris School

Washing Hands

Purpose: To prevent foodborne illness by contaminated hands.

Scope: This procedure applies to anyone who handle, prepare, and serve food.

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train any individual that prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. 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.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. 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 for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 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:

A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employee will be re-trained to ensure proper handwashing procedure.

Verification and Record Keeping:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. Maintain Food Safety Checklist for a minimum of 3 years.

William E. Norris School
Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination.

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

Keywords: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Label and date all poisonous or toxic chemicals with the common name of the substance.
3. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
4. Limit access to chemicals by use of locks, seals, or key cards.
5. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
6. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
8. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
9. Do not use chemical containers for storing food or water.
10. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 FDA Food Code*.
11. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
12. 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.
13. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
14. Follow State and local public health requirements.

Monitoring

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

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Maintain Food Safety Checklist and the Damaged and Discarded Product Logs for a minimum of 3 years.

William E. Norris School

Date Marking Ready-to-Eat, Potentially Hazardous Food

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

Scope: This procedure applies to foodservice employees who prepare, store, or serve food.

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

Instructions:

1. Establish a date marking system and train employees accordingly. 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, 5/26/05, 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.”
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 45° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1/05.”
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, “Frozen – 8/2/05.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period. Date Marking Ready-to-Eat, Potentially Hazardous Food, continued

Instructions, continued

- On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed – 8/16/05.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow State and local public health requirements.

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:

Foods that are not date marked or that exceed the 7-day time period will be discarded.

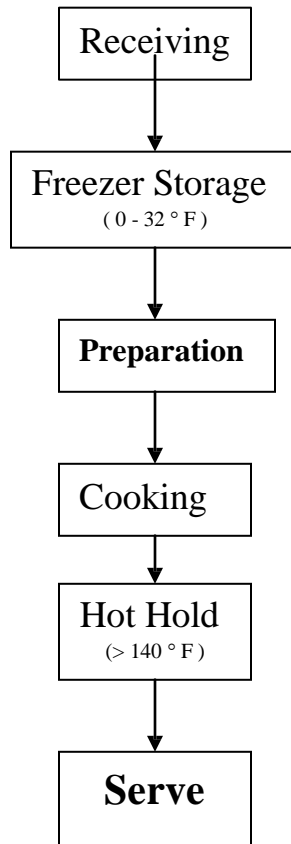
Verification and Record Keeping:

The foodservice manager will complete the Food Safety Checklist daily.

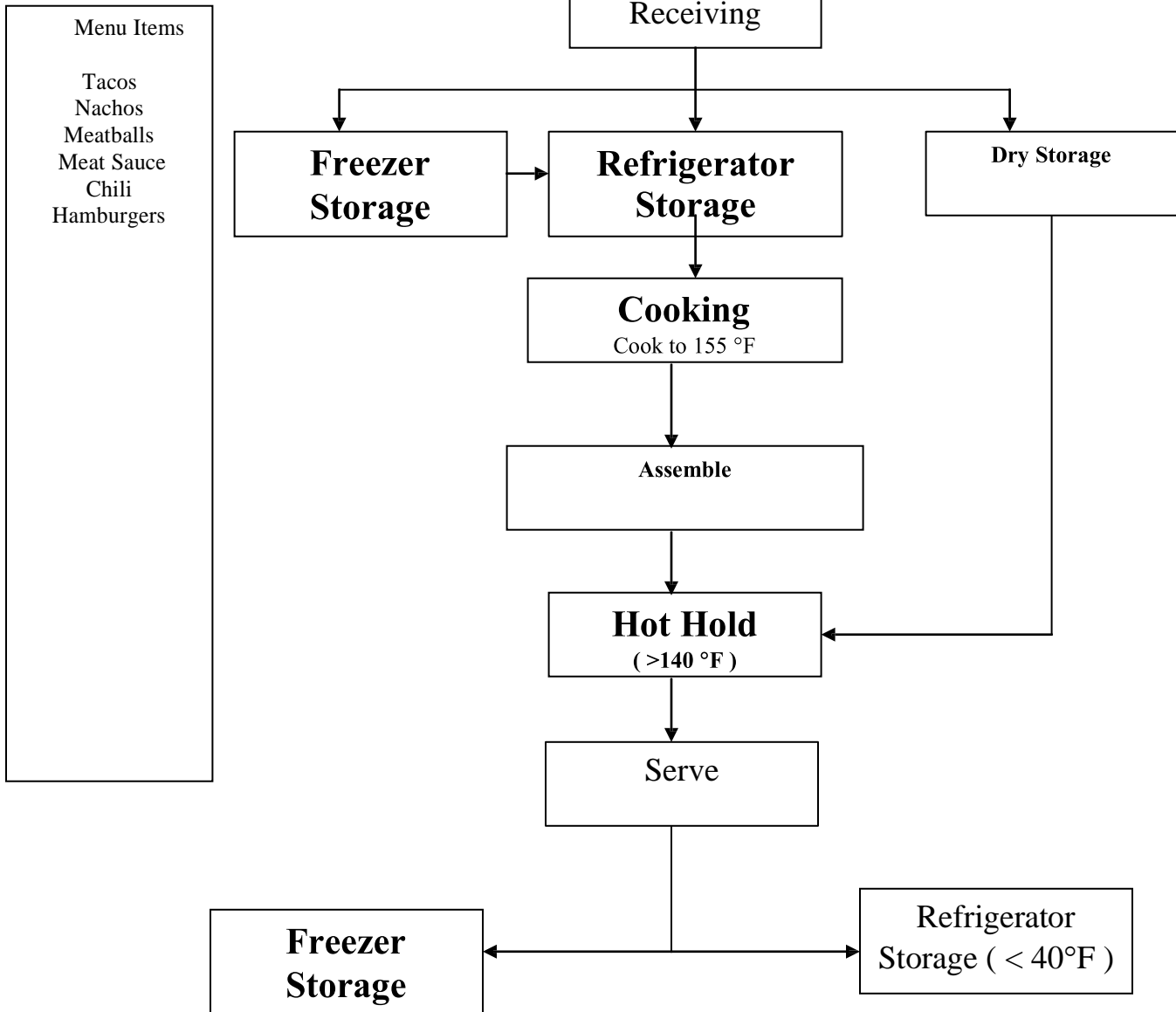
Flow Chart – Frozen, Heat, and Serve Foods

Menu Items

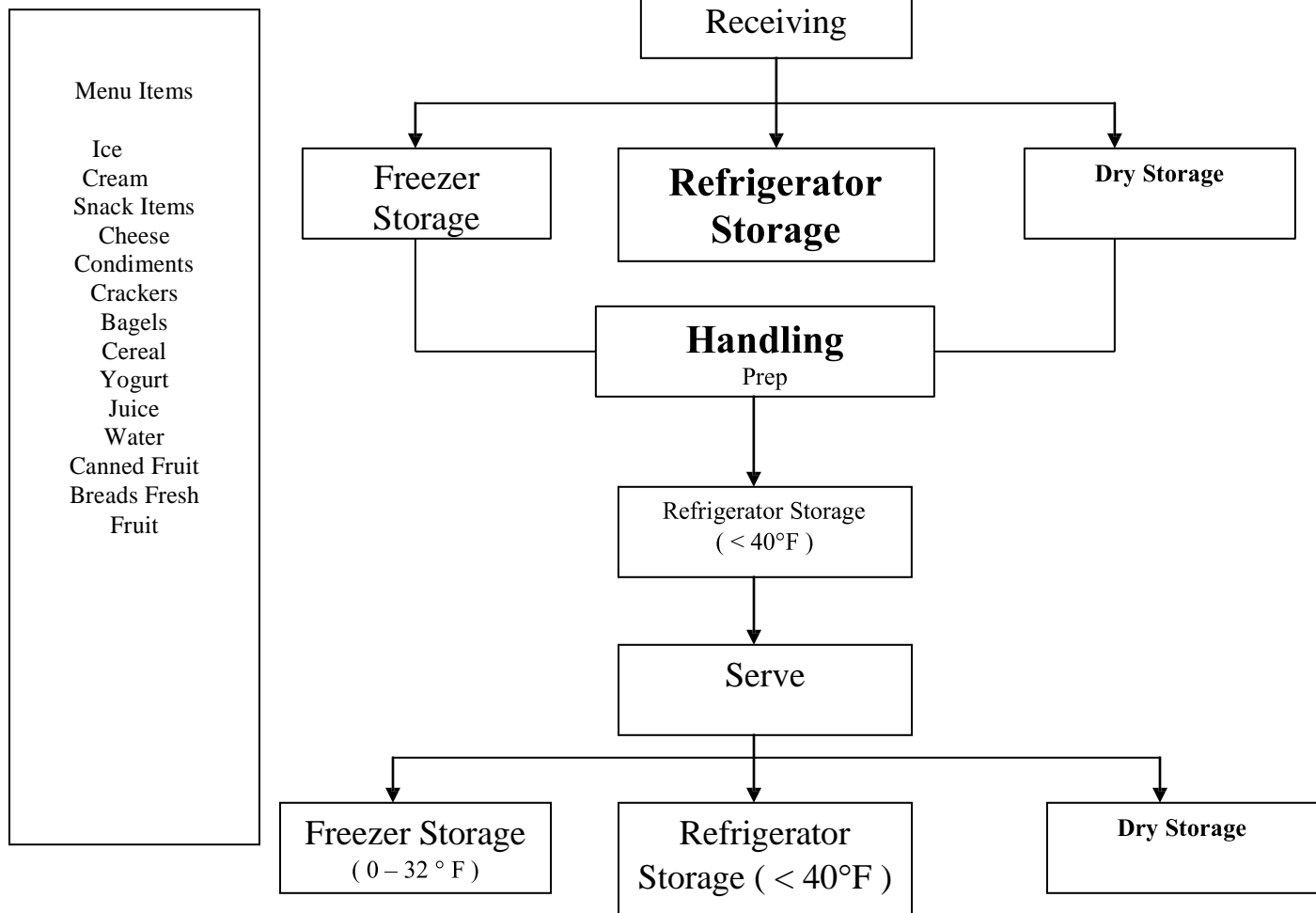
French Fries
Potato Rounds
Hash Browns
Frozen Vegetables
Pizza
Hot Dogs
Chicken Nuggets
Chicken Patty
Chicken Tenders
Popcorn Chicken
Meatballs
French Toast Sticks
Pancakes
Sausage Links and Patties
Hamburger
BBQ Rib
Philly Steak Fish
Products Pizza



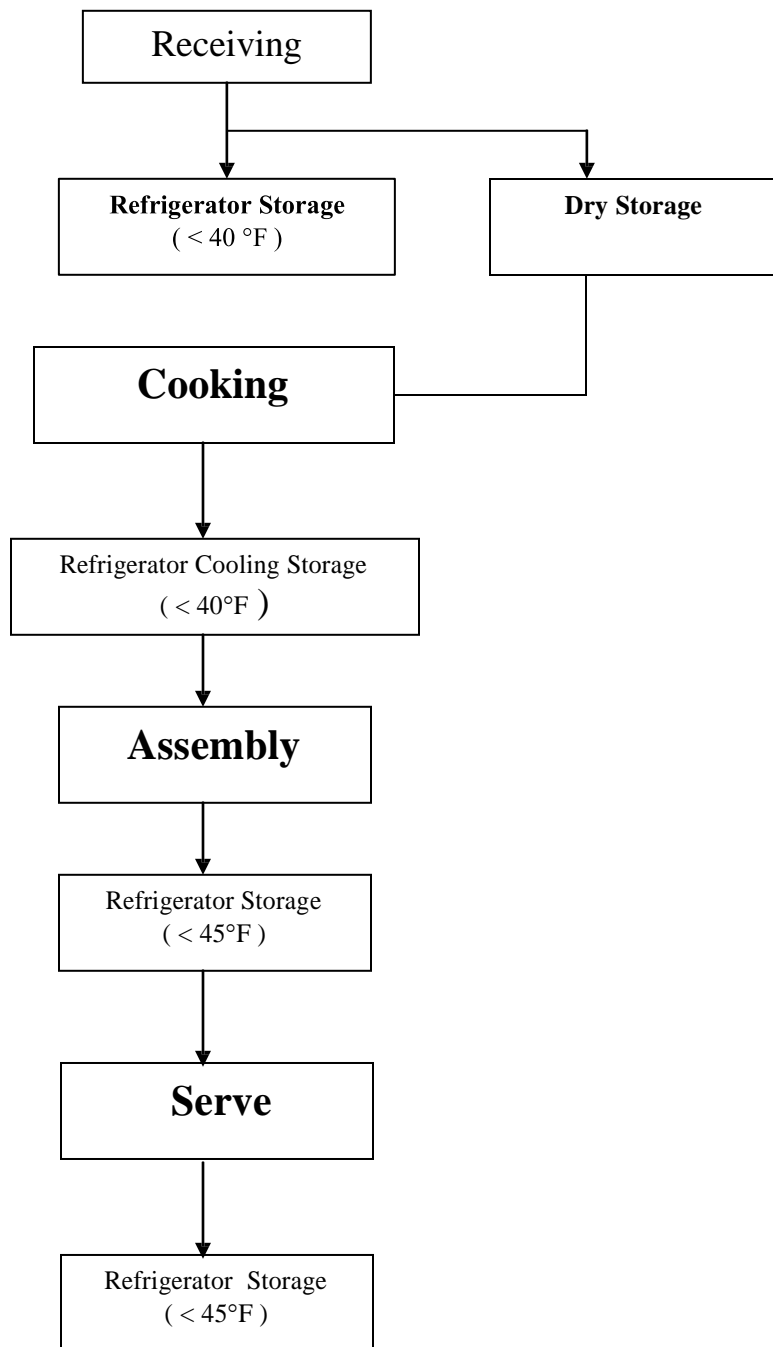
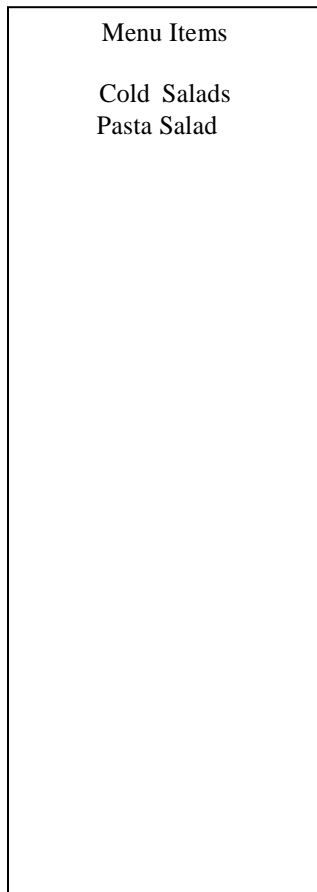
Flow Chart – Ground Beef



Flow Chart – Ready-to-Eat Foods (No Cook)



Flow Chart – Cold Salad Serve



Standard Operating Record Keeping

1. Cooking and Reheating Temperature Log
2. Cooling Temperature Log
3. Receiving Log
4. Refrigeration Log
5. Thermometer Calibration Log
6. Food Safety Checklist
7. Food Service Employee Training* Record for Sanitation and Food Safety

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating this log at the close of each day. Maintain this log for a minimum of 1 year.

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

Cooling Temperature Log

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

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

[illegible]

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. Maintain this log for a minimum of 1 year.

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. Maintain this log for a minimum of 1 year.

[illegible]

School:

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 Charge Person 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 Receiving Log at the close of each day. The Receiving Log is kept on file for a minimum of 1 year.

[illegible]

Thermometer Calibration Log

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

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

[illegible]

William E. Norris School FOOD SAFETY CHECKLIST

Date _____ Observer _____ School _____

Directions: Complete this check list weekly.

Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

Yes No Corrective Action

- Effective hair restraints are properly worn. ☐ ☐ _
- Fingernails are short, unpolished, and clean (no artificial nails). ☐ ☐ _
- 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, and drinking, are allowed only in designated areas away from preparation, service, storage, and ware washing ☐ ☐ _
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands. ☐ ☐ _

FOOD PREPARATION

Yes No Corrective Action

- 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. ☐ ☐ _
- 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. ☐ ☐ _
- 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 and documented. ☐ ☐ _

HOT HOLDING**Yes No Corrective Action**

- 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. ☐ ☐ _
 - Hot holding unit is pre-heated before hot food is placed in unit. ☐ ☐ _
 - Temperature of hot food being held is at or above 140 °F. ☐ ☐ _
-

COLD HOLDING**Yes No Corrective Action**

- Pre-chill cold wells ☐ ☐ _
 - Temperature of cold food being held is at or below 41 °F. ☐ ☐ _
 - Food is protected from contamination. ☐ ☐ _
-

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

- Thermometers are available and accurate. ☐ ☐ _
 - Food is stored 6 inches off floor or in walk-in cooling equipment. ☐ ☐ _
 - All food is properly wrapped, labeled, and dated. ☐ ☐ _
 - The First In, First Out method of inventory management is used ☐ ☐ _
 - Air temp of all refrigerators and freezers is monitored and documented ☐ ☐ _
-

FOOD STORAGE AND DRY STORAGE**Yes No Corrective Action**

- 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 First In, First Out method of inventory management is used ☐ ☐ _
- There are no bulging or leaking canned goods. ☐ ☐ _
- Chemicals are clearly labeled and stored away from food and food-related supplies. ☐ ☐ _

CLEANING AND SANITIZING**Yes No Corrective Action**

- Three-compartment sink is properly set up for ware washing. ☐ ☐ _
- Dish machine is working properly (gauges/chemicals at correct 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 171 °F water for 30 seconds. ☐ ☐ _
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration. ☐ ☐ _
- Small wares and utensils are allowed to air dry. ☐ ☐ _
- Wiping cloths are stored in sanitizing solution while in use. ☐ ☐ _

UTENSILS AND EQUIPMENT**Yes No Corrective Action**

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized and air-dried ☐ ☐ _
- Work surfaces and thermometers are cleaned / sanitized between uses. ☐ ☐ _
- Thermometers are calibrated on a monthly basis ☐ ☐ _
- Can opener is clean. ☐ ☐ _

LARGE EQUIPMENT**Yes No Corrective Action**

- Food slicer is broken down, cleaned, and sanitized before and after every use. ☐ ☐ _
- Exhaust hood and filters are clean.

Child Nutrition Programs
Food Service Employee Training* Record for Sanitation and Food Safety

*** Training shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. Training records should be retained for the term of employment of all current food workers.**

Name of Employee	Position:	Site:
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Training Taken:

[illegible]

