

Hazard Analysis Critical Control Point
(HACCP)

Food Safety Program

For

New Schools Applicants

For School Lunch

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INTRODUCTION

A. HACCP PROGRAM FOR THE FOOD SERVICE INDUSTRY

HACCP (Hazard Analysis Critical Control Point) is a concept first used by Pillsbury Company to ensure the safety of food prepared for astronauts in the NASA space program. Many U.S. and Canadian health departments have begun to incorporate HACCP in their inspections. Sodexo has developed a HACCP program that addresses the specific needs of our company. This program complies with the U.S.

Food & Drug Administration (FDA) 2001 Food Code.

HACCP is a comprehensive food safety and self-inspection system that goes beyond routine inspections of equipment and appearance and helps uncover and solve dangerous defects in food handling. HACCP looks at the **flow of potentially hazardous foods** -- the path that food travels throughout the food service operation. We must follow this path from recipe development through delivery of products, storage, preparation, holding or displaying, serving, cooling and storing leftovers for the following day, and reheating foods. Each step of the way poses the risk of contamination due to mishandling.

The major factors in mishandling food are:

- incorrect food storage, leading to cross-contamination;
- inadequate temperature control;
- preparing food several hours before a meal and leaving it unprotected;
- inadequate handwashing procedures;
- not using disposable gloves or sanitized utensils for handling ready-to-eat foods.

MANAGER RESPONSIBILITY

- Maintain current sanitation certification is recommended (to be renewed every three years).
- Provide food safety training for frontline employees.
- Read and become familiar with the HACCP/FOOD SAFETY PROGRAM.
- Set up and implement HACCP procedures.
- Train frontline employees in HACCP procedures.
- Take pride in and ownership of a clean and sanitary environment for our Customers and employees.

EMPLOYEE RESPONSIBILITY

- Participate in food safety training.
- Participate in HACCP training.

- Follow correct sanitation and HACCP procedures.
- Ask questions for clarification and make suggestions for improvement.
- Take pride in and ownership of a clean and sanitary environment for our customers.

HACCP/FOOD SAFETY PROGRAM

THE HACCP SYSTEM

The Seven Steps of a HACCP Program

Step 1 -- Identifying Hazards

Step 2 -- Identifying Critical Control Points

Step 3 -- Setting Up Procedures and Standards

Step 4 -- Monitoring Critical Control Points

Step 5 -- Taking Corrective Action

Step 6 -- Developing HACCP Record-Keeping Systems

Step 7 -- Verifying That The HACCP Program Is Working

B. STEP 1 -- IDENTIFYING HAZARDS Continued Served alone or as ingredients in recipes, potentially hazardous foods are especially vulnerable to microorganisms, which are the major cause of foodborne illness.

- Recognize the flow of food -- the path that foods travel in your operation. The sequence may include the following:
 - development of recipe
 - purchase of ingredients and supplies
 - delivery of ingredients and supplies
 - storage of ingredients and supplies
 - preparation -- thawing, processing and cooking
 - holding or display of food
 - service of food
 - cooling and storing of food
 - reheating for service
- Identify hazards such as

- bacterial contamination
- survival of bacterial contaminants
- biological, physical and chemical contamination
- cross-contamination

▪ Estimate risks -- review your operation's capacity to control the hazards involved in the foods you serve. If you serve a large number of potentially hazardous foods, several factors can increase the chance of foodborne illness:

- **type and age of customer** (young, elderly, or immune suppressed customers may have very low resistance to foodborne illness);
- **vendors/distributors** (must be approved);
- **equipment and facilities** (must be in good working condition);
- **employees** (must be trained in safe food handling and preparation procedures).

C. STEP 2 -- IDENTIFYING CRITICAL CONTROL POINTS

▪ Refer to Section III **Critical Control Points For This Program** for detailed information.

D. STEP 3 -- SETTING UP PROCEDURES AND STANDARDS

▪ Establish the standards (criteria) for each critical control point as well as standards to prevent cross-contamination.

E. STEP 4 -- MONITORING CRITICAL CONTROL POINTS

▪ Monitoring (checking to see that the standards/criteria are met) is one of the most important aspects of the HACCP system. To monitor you must

- focus on critical control points throughout the flow of food;
- determine whether standards are being met.

F. STEP 5 -- TAKING CORRECTIVE ACTION

- Corrective action must be taken **promptly** if the standard for a critical control point has not been met, e.g., continuing to heat to a specified temperature, sanitizing a utensil, etc.
- Document corrective action to make your system more effective.

G. STEP 6 -- DEVELOPING HACCP RECORD-KEEPING SYSTEMS

- The HACCP system **requires** a record-keeping system for all critical control points. Logs and charts used for record-keeping must be simple, accessible and scheduled so that employees can do them quickly and consistently.

- Document the monitoring of critical control points, occasions when standards are not met, and all corrective action taken.
- Refer to **HACCP Temperature Logs**

H. STEP 7 -- VERIFYING THAT THE HACCP PROGRAM IS WORKING

- Once your HACCP system is implemented, you must verify (confirm) that it is effective over time. Both internal (quality control) and external (health department) verifications are helpful.
- Revisions to your operation's system may become necessary, e.g., changing to a pre-prepared (convenience) item when even revising the recipe and/or flowchart will not correct the problems that are occurring.
- A HACCP system is meant to be continually updated. Adjustments may need to be made, i.e., when:
 - Changes in customers, vendors / distributors, menu items, or equipment and facilities create new hazards;
 - or when these changes make some of the standards or corrective actions become obsolete.

CRITICAL CONTROL POINTS

A. DEFINITION OF CRITICAL CONTROL POINTS

- Critical Control Point: Any point or procedure in a specific food system at which control can be applied and a food safety hazard can be prevented, eliminated or reduced to acceptable levels.
- Critical control points may differ for each kind of food and method of preparation. While they are not necessary at every stage in the flow of foods, they are necessary at one or more stages. For example, raw chicken may carry Salmonella even if it is received at correct temperatures.
- Because the Salmonella, at receiving, is not eliminated, reduced or minimized, receiving is only a **control point** at which to check for correct temperatures and assure that the product is placed in storage as quickly as possible.
- It is later, in the flow of foods -- during the cooking

School Food Safety Program For

Our Town Elementary School

Food Safety Programs Are Now Required For School Lunch

As part of the Child Nutrition Programs Reauthorization legislation, school food service programs are required to begin developing and implementing a school food safety program based on the process approach to a Hazard Analysis Critical Control Point (HACCP) food safety system or a complete HACCP program. HACCP is a preventive approach to food safety with required daily procedure controls. This manual identifies the minimum elements that must be included in your food safety program.

Safety is a critical issue facing the food service industry. Outbreaks of foodborne illness result in substantial costs to consumers, producers, and the national economy. Microbial foodborne pathogens are a major food safety concern, causing millions of cases of foodborne illness each year in the United States and up to 9,000 deaths.

Approximately 75% of reported foodborne illness is due to mishandling of food in food service operations. The improper food service practices that cause these outbreaks have been well documented by the Centers for Disease Control and Prevention and typically involve **time and temperature abuse** (improper heating, cooling, and holding) and contamination (poor personal hygiene, cross-contamination, to.). These outbreaks basically represent the failure of food service personnel to follow good food preparation practices.

With more and more of the consumer food dollar being spent on eating out and increasing, safety is critically important. Food safety experts agree that a significant amount of foodborne illness could be prevented if the food industry implemented a Hazard Analysis Critical Control Point (HACCP) food safety program in their operations.

The major causes of foodborne illness are (improper temperature control and contamination) and the means to prevent foodborne illness (HACCP) have been clearly identified, the incidence of foodborne illnesses in the United States has not decreased, and in the case of some pathogens, such as Salmonella and E. coli 0157:H7, may actually be increasing.

Many state and local health officers and sanitarians, food service managers, and employees do not yet understand HACCP or their role in the HACCP system. Formation of a government-industry-universal partnership that results in Comprehensive, cooperative, and

integrated training of state and local Public health officials, food service managers, and employees is currently lacking.

This deficiency and the lack of an efficient economical delivery system prevent successful implementation of HACCP in food service operations. As a result, food service managers and employees throughout the United States are often isolated, ill-informed, and ill-prepared to help implement effective HACCP systems.

Food safety in the food service industry is a very complex topic. Training, certification, and regulation may be a shared responsibility across state agencies, local governments, and educational institutions.

The first steps toward establishing your HACCP program involve training for all employees in the kitchen. Employees must have the knowledge, skills and motivation to prepare and serve safe food, because employees implement HACCP. All school managers and lead cooks should complete a food safety training program like ServSafe®, and all employees should receive some training on proper personal hygiene, proper cleaning and sanitation, appropriate equipment maintenance, and receiving safe and wholesome foods.

Principal 1: *Conduct a hazard analysis* HACCP starts with conducting an initial review of your kitchen facilities and writing down or developing your standard operating procedures. The types of facilities will determine the types of operating procedures you must establish. Proper facility design is important to food safety.

If you have existing standard operating procedures, write them down or collect. Documenting the number

Principal 2: *involves identifying and categorizing your menu items* according to the processes that they undergo: does the food item pass completely through the danger zone (40°F-140°F) in either direction (Same Day Service), is it not cooked at all, thus not entering the danger zone (No Cook), or does it go through both heating and cooling, taking two or more complete trips through the danger zone (Complex Food Preparation)?

Principal 3 is *identifying and documenting the critical control points and critical limits in the production process for each recipe*: how hot or cold does it need to reach in how much time in order to remain safe? Recipes are a good place to note this information, so that the food preparer can be responsible to see that this happens.

Principal 4: *is establishing monitoring procedures*. Daily time and temperature logs are going to be required, and can be accomplished in a number of ways.

Principal 5: *involves in-house corrective action procedures*: what does the kitchen manager do when he or she discovers that the walk-in refrigerator has broken down, and the foods are no longer in the food safety zone (below 40°)? Does the food need to be discarded, and if it is

or isn't, this information must be recorded. All employees must know what the corrective action procedures are, and be trained in making the right decisions in order to keep food safe.

Principal 6: *is keeping records.* Which types of records must be kept, where will they be kept and which staff members will be maintaining them? It is suggested that these records be kept on file for a "rolling" year. Some of the types of records that should be maintained include:

Records documenting the standard operating procedures

- Time and temperature monitoring records
- In-house corrective action records
- Verification or review records
- Calibration records
- Training logs
- Food and supply receiving logs

Principal 7: *is reviewing and revising your overall food safety program at least annually or as necessary.* This is necessary when changes in equipment are made, new menu items that are prepared or processed differently are added, or if the kitchen is new or remodeled.

Description of Program Overview and Facility For Our Town Elementary School

HACCP starts with conducting an initial review of your kitchen facilities and writing down or developing your standard operating procedures. The types of facilities will determine the types of operating procedures you must establish. Proper facility design and equipment is important to food safety.

This program was developed in **May 2005 by Jane Doe**, foodservice director, **Our County School District, Our Town Elementary School**. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the 2001 Food Code.

Average Daily Participation

Breakfasts	100 Meals
Lunches	300 Meals

School Foodservice Staff

Manager
3 Staff

Kitchen Equipment

1 Mixer
1 Food Processor
1 Slicer
1 Walk-in Freezer
2 Reach-in Refrigerators
2 Convection Ovens
1 Combination Steamer
2 Heated Cabinets
2 Heated Serving Counters
1 Refrigerated Serving Counter
1 Milk Cooler
1 Dishmachine

Menu

2/4 or 6 Week Cycle with recipes/instructions in notebook in manager's office

STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures for **Our Town Elementary School** are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training. If you have existing standard operating procedures, write them down or collect. Document the SOP by number. (see attached SOP folder)

1) Facility-Wide

- a) Washing Hands
- b) Calibrating a Thermometer
- c) Preventing Cross-Contamination
- d) Preventing Bare Hand Contact with Ready-to-Eat Foods
- e) Personal Hygiene
- f) Operating Without Power
- g) Operating Without Hot Water
- h) Storing and Using Chemicals
- i) Implementing an Employee Health Policy
- j) Purchasing from Reputable Vendors
- k) Receiving Deliveries
- l) Cleaning and Sanitizing Food Contact Surfaces
- m) Employee Food Safety Training Record
- n) Receiving Deliveries
- o) Handling a Food Recall
- p) Summary Table of Record Keeping for HACCP-Based SOP
- q) Using Suitable Utensils When Handling Ready-to-Eat Foods
- r) Using Time Alone as a Public Health Control to
- s) Summary of Corrective Actions for HACCP-Based SOPs
- t) Summary Table for Monitoring and Reviewing HACCP-Based SOP Record

2) Storing

- a) Storing and Using Poisonous or Toxic Chemicals

3) Cooking

- a) Cooking Potentially Hazardous Foods
- b) Complex Food Process Worksheet
- c) No-Cook Process Worksheet
- d) Same Day Service Process Worksheet
- e) Serving Food
- f) Preventing Contamination at Food Bars

- 4) **Cooling**
 - a) Controlling Time and Temperature During Preparation
- 5) **Reheating**
 - a) Reheating Potentially Hazardous Foods
- 6) **Preparation**
 - a) Washing Fruits and Vegetables
- 7) **Holding**
 - a) Date Marking Ready-to-Eat, Potentially Hazardous Food
 - b) Holding Hot and Cold Potentially Hazardous Foods
- 8) **Transporting**
 - a) Limit Bacteria Growth in Potentially Hazardous Foods

Note: For the purpose of this sample document, some detailed SOPs have been included in Appendix I, Standard Operating Procedures. In an actual food safety program, all applicable SOPs should be documented and included in the written program.

Temperature Rules! Cooking for Food Service



Hold at specified temperature or above for 15 seconds unless otherwise stated

Hold all hot food at **135 °F** or above after cooking

USDA Meat and Poultry Hotline
1-888-MPHotline

FDA Food Information Line
1-888-SAFE FOOD



Food Safety and Inspection Service

U.S. Department of Agriculture

www.fsis.usda.gov/thermy

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Food Safety and Inspection Service, USDA

Minimum Temperatures and Holding Times

165 °F (15 seconds)

- Poultry—chicken, turkey, duck, goose—whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Leftovers (to reheat)
- Food, covered, cooked in microwave oven (hold covered **2 minutes** after removal)

155 °F (15 seconds)

- Hamburger, meatloaf and other ground meats; ground fish*
- Fresh shell eggs—cooked and held for service (such as, scrambled)*

145 °F (15 seconds)

- Beef, corned beef, pork, ham—roasts (hold **4 minutes**)*
- Beef, lamb, veal, pork—steaks or chops
- Fish, shellfish
- Fresh shell eggs—broken, cooked and served immediately

140 °F (15 seconds)

- Ham, other roasts—processed, fully-cooked (to reheat)
- Fruits and vegetables that are cooked

*For alternative times and temperatures, see the **FDA Food Code 2001** <http://vm.cfsan.fda.gov/~dms/foodcode.html>

FOOD PREPARATION ACTION PLAN

For Our Town Elementary School

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

The 2 week menu cycle 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 Charts in the kitchen. (These Process Charts containing the list of menu items are attached on the following pages.) 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.

Food Safety Program
For Our Town Elementary School

MENU ITEMS SORTED BY PROCESS

PROCESS 1 (NO COOK)	PROCESS 2 (COOK AND SERVE SAME DAY)	PROCESS 3 (COMPLEX FOOD PREPARATION)
Milk	Green Beans in Cheese Sauce	Bean Burrito
Juice	Chili con Carne	Bean Soup
Tuna Salad Sandwich	Macaroni and Cheese	Potato Salad
Waldorf Fruit Salad	Scrambled Eggs	Fruit and Rice Dessert
Cole Slaw	Sloppy Joe on Roll	Rice Salad
Fresh Fruit	Mexicali Corn	
Egg Salad Sandwich	Scalloped Potatoes	
Broccoli Salad	Chicken Taco	
Three Bean Salad	Taco Salad	
Chicken or Turkey Salad	Refried Beans	
	Broccoli, Cheese and Rice Casserole	

NOTE: For the purpose of this example, only a sampling of menu items was listed. In an actual food safety program, all possible menu items should be included in such a list. This should include all food not only prepared on site, but all food served on site. For example, if the school receives ready-to-eat menu items, these items should also be included on this list. In addition, procedures for receiving ready-to-eat items should be included in the recipes/instructions portion of this program.

NOTE: Recipe numbers on Process Charts refer to USDA recipes. A full listing of the recipes can be found at: http://www.nfsmi.org/Information/school_recipe_index_alpha.html

Process Approach to HACCP – USDA Recipes					
Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
USDA D-11	Barbequed Chicken		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-12	Beef or Pork Burrito		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

USDA D-12A	Bean Burrito			X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-12B	Beef or Pork Burrito (Using Canned Meats)			X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-13	Beef or Pork Taco			X		Heat to 155° F for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-13A	Bean Taco			X		Heat to 155° F for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-13B	Beef or Pork Taco (Using Canned Meats)			X		Heat to 140° F for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-13C	Chicken or Turkey Taco			X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-14	Beef Stew			X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-15	Beef Tamale Pie			X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-15A	Beef and Bean Tamale Pie				X	Heat to 155° F for at least 15 seconds. Cool to 70° F within 2 hours and from 70° F to 41° F or lower within an additional 4 hours. Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

Process Approach to HACCP – USDA Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
USDA D-15B	Chicken or Turkey Tamale Pie			X	Heat to 165° F for at least 15 seconds. Cool to 70° F within 2 hours and from 70° F to 41° F or lower within an additional 4 hours. Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-16	Chicken or Turkey a la King		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-17	Chicken or Turkey and Noodles		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-18	Chicken or Turkey Chop Suey		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

USDA D-19	Chicken or Turkey Pot Pie		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-20	Chili con Carne with Beans		X		Heat to 155° F or higher for 15 seconds OR if using previously cooked and chilled beans: Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-21	Country Fried Steak		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-22	Ground Beef and Macaroni (with Mexican Seasoning)		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-23	Ground Beef and Spanish Rice		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-24	Ground Beef Stroganoff		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-25	Lasagna with Ground Beef		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-25A	Lasagna with Ground Pork and Ground Beef		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

Process Approach to HACCP – USDA Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
USDA D-26	Macaroni and Cheese		X		Heat to 140° F for at least 15 seconds. Hold for hot service at 135° F or higher. Heat to 165° F or higher for at least 15 seconds.
USDA D-27	Meat Loaf		X		Heat to 155° F or higher for at least 15 seconds OR If using homemade stock, CCP: Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-27A	Meat Balls		X		Heat to 155° F or higher for at least 15 seconds OR If using homemade stock, CCP: Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-28	Nachos with Ground Beef		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot

					service at 135° F or higher.
USDA D-29	Oven Fried Chicken		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-39	Pizza with Cheese Topping		X		Hold at 135° F or higher.
USDA D-30A	Vegetable Pizza		X		Hold at 135° F or higher.
USDA D-31	Pizza with Ground Beef Topping		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-31A	Pizza with Ground Pork Topping		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-32	Quiche with Self-Forming Crust		X		Heat to at least 145° F for 3 minutes. Hold for hot service at 135° F or higher.
USDA D-33	Salisbury Steak		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-34	Scrambled Eggs		X		Heat to at least 145° F for 3 minutes. Hold for hot service at 135° F or higher.
USDA D-35	Spaghetti and Meat Sauce		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

Process Approach to HACCP – USDA Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
USDA D-35A	Spaghetti and Meat Sauce (Ground Beef and Ground Pork)		X		Heat to 155° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-36	Sweet and Sour Pork		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-37	Turkey and Noodles		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-38	Turkey and Dressing Supreme		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-39	Chicken Stir-Fry		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-39A	Beef Stir-Fry		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-39B	Pork Stir-Fry		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

USDA D-40	Chicken Fajitas			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-41	Chicken Tomato Bake			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-42	Chicken Tetrazzini			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-43	Beef Shepherds Pie			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-44	Honey-Lemon Chicken			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-45	Beef Taco Pie			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-45A	Taco Pie with Salad Topping			X	Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.

Process Approach to HACCP – USDA Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
USDA D-45B	Taco Pie with Beans		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-46	Baked Cajun Fish		X		Heat to 145° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-47	Baked Fish Scandia		X		Heat to 145° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-48	Arroz con Queso (Rice with Cheese)		X		Heat to 140° F or higher. Hold for hot service at 135° F or higher.
USDA D-49	Vegetable Chili		X		Heat to 140° F or higher. Hold for hot service at 135° F or higher.
USDA D-50	Vegetable Lasagna		X		Heat to 165° F or higher for at least 15 seconds. Hold for hot service at 135° F or higher.
USDA D-51	New Macaroni and Cheese		X		Heat to 140° F or higher. Hold for hot service at 135° F or higher.
USDA D-52	Vegetable Quesadilla		X		None

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-B-101	Bread Basket	X			N/A
ADE-B-104	Bread, White	X			N/A
ADE-B-110	Crackers	X			N/A
ADE-B-113	Graham Crackers	X			N/A
ADE-B-118	Corn Chips, Plain	X			N/A
ADE-B-119	Italian Bread Sticks		X		N/A
ADE-B-121	Pretzels	X			N/A
ADE-B-120	Potato Chips, Baked	X			N/A
ADE-B-123	Tortilla Chips	X			N/A
ADE-C-101	Banana Pudding	X			N/A
ADE-C-104	Cowboy Cookies		X		N/A
ADE-C-106	Fruit Cocktail Cake		X		N/A
ADE-C-107	Cherry Pillows		X		N/A
ADE-C-108	Fortune Cookie	X			N/A
ADE-C-110	Gelatin, Assorted	X			N/A
ADE-C-111	Lemon Icebox Pie	X			N/A
ADE-C-113	Gelatin with Fruit	X			N/A
ADE-C-116	Gelatin, Orange/Strawberry	X			N/A
ADE-C-119	Marshmallow Rice Squares	X			N/A
ADE-C-122	Merry Berry Cake		X		N/A
ADE-C-124	Choc Oatmeal No Bake	X			N/A
ADE-C-126	Peanut Butter No Bake	X			N/A
ADE-C-128	Pineapple Pleasure	X			N/A
ADE-C-129	Strawberry Fruited Gelatin	X			N/A
ADE-C-131	Strawberry Shortcake		X		N/A
ADE-C-132	Sugar Cookies		X		N/A

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-D-104	Beef Steak Strips		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-105	Cheese Sticks - 1oz	X			Hold at 41° F or below.
ADE-D-106	Cheese Sticks - 2oz	X			Hold at 41° F or below.

ADE-D-107	Burrito, Red Chili		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-108	Chef Salad			X	Cook eggs. Cool. Hold at 41° F or below.
ADE-D-109	Chicken Fried Steak		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-110	Chicken Nuggets		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-113	Chicken Rings		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-114	Chicken Parmesan w/spag.		X		Critical Control Point 165° F. Hold at 135° F.
ADE-D-116	Chicken Spaghetti		X		Critical Control Point 165° F. Hold at 135° F.
ADE-D-117	Chicken Strips		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-120	Chicken Taco Salad		X		Hold at 41° F or below.
ADE-D-125	Corn Dog - 4oz		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-128	Corn Dog/Turkey		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-131	Mini Corn Dogs		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-134	Chicken Crispito		X		Cook according to manufacturers instructions. Hold at 135° F or greater.

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-D-135	Chicken Fajita Wrap		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-136	Egg Roll		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-140	Nautical Fish Shapes		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-143	Fish Strips		X		Cook according to manufacturers instructions. Hold at 35° F or greater.

ADE-D-146	Baked Ham			X	Cook to 145° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.
7 ADE-D-14	Tortilla Chili Pie		X		On-site-Cook to 155° F; Canned 165° F. Hold at 135° F or greater.
ADE-D-149	Mexican Chicken			X	Cook to 165° F or greater.
ADE-D-152	Pizza Pocket		X		Cook meat to 145° F for 15 Seconds. Hold at 135° F or greater.
ADE-D-155	Pepperoni Pizza Wedge		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-158	Cheese Pizza Wedge		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-161	Sausage Pizza Wedge		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-163	Pork Patty		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-D-168	Potato Bar		X		Cook potatoes to 135° F for 15 Seconds. Hold at 135° or greater.
ADE-D-170	Salad Bar	X			Hold at 41° F or below.
ADE-D-173	Steakfingers		X		Cook according to manufacturers instructions. Hold at 135° F or greater.

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-D-176	Baked Turkey with Gravy			X	Cook to 145° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.
ADE-D-179	Fruited Yogurt	X			Hold at 41° F or below.
ADE-E-101	Cabbage Slaw	X			Hold at 41° F or below.
ADE-E-102	Cole Slaw	X			Hold at 41° F or below.
ADE-E-103	Confetti Cole Slaw	X			Hold at 41° F or below.
ADE-E-104	Shredded Lettuce & Tomato	X			Hold at 41° F or below.
ADE-E-105	Mandarin Orange Salad	X			Hold at 41° F or below.
ADE-E-107	Mixed Green Salad	X			Hold at 41° F or below.
ADE-E-110	Pear/Pineapple Salad	X			Hold at 41° F or below.
ADE-E-114	Garden Salad	X			Hold at 41° F or below.
ADE-E-115	Sandwich Salad Cup	X			Hold at 41° F or below.
ADE-E-116	Spinach Salad	X			Hold at 41° F or below.
ADE-E-117	Sandwich Trimmings	X			Hold at 41° F or below.
ADE-E-118	Green Salad	X			Hold at 41° F or below.
ADE-E-120	Ranch Dressing -FatFree	X			
ADE-E-122	Cole Slaw Dressing	X			Hold at 41° F or below.

ADE-F-100	BBQ Sandwich		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-101	Steak Sandwich		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-104	Roast Beef Sand, Open-Face			X	Cook to 145° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.
ADE-F-107	Cheeseburger on Bun		X		Cook according to manufacturers instructions. Hold at 135° F or greater.

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-F-110	Chicken Patty Sandwich		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-113	Chicken Salad Pita	X			Hold at 41° F or below.
ADE-F-114	Grilled Cheese Sandwich-1oz		X		Hold at 135° F or greater.
ADE-F-115	Grilled Cheese Sandwich-1.5oz		X		Hold at 135° F or greater.
ADE-F-116	Grilled Cheese Sandwich-2oz		X		Hold at 135° F or greater.
ADE-F-119	Ham and Cheese Sandwich		X		Hold at 41° F or below.
ADE-F-122	Hamburger on Bun		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-125	Hoagie Sandwich		X		Cook to 145° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.
ADE-F-128	Hog Dog on Bun		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-131	Peanut Butter & Jelly Sandwich	X			
ADE-F-133	Peanut Butter Sandwich	X			
ADE-F-134	Rib Pattie Sandwich		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-137	Turkey Club Sandwich			X	Cook to 165° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.
ADE-F-140	Turkey Sandwich			X	Cook to 165° F; Cool 135° to 70° F within 2 Hours; 70° to 41° F within 4 Hours. Reheat to 165° F for 15 Seconds.

ADE-F-142	Chili Dog-Turkey		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-F-144	Chili Dog-Beef/Pork		X		Cook according to manufacturers instructions. Hold at 135° F or greater.

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-F-146	Turkey Hot Dog		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-G-104	Caramel Topping	X			
ADE-G-108	Cranberry Sauce	X			
ADE-H-114	Taco Soup		X		Cook meat to 145° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-101	Apple Wedges-3	X			Hold at 41° F or below.
ADE-I-104	Apple Wedges-6	X			Hold at 41° F or below.
ADE-I-107	Fresh Apple	X			Hold at 41° F or below.
ADE-I-110	Rosey Applesauce	X			
ADE-I-111	Sweetened Applesauce	X			
ADE-I-112	Spiced Apples		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-113	Banana Slices	X			Hold at 41° F or below.
ADE-I-116	Blushing Pears	X			
ADE-I-122	Frozen Fruit Bar	X			
ADE-I-125	Fruit Cocktail	X			Hold at 41° F or below.
ADE-I-128	Fresh Fruit Cup	X			Hold at 41° F or below.
ADE-I-131	Assorted Fresh Fruit	X			Hold at 41° F or below.
ADE-I-134	Fresh Grapes	X			Hold at 41° F or below.
ADE-I-136	Fresh Orange	X			Hold at 41° F or below.
ADE-I-137	Orange Smiles	X			Hold at 41° F or below.
ADE-I-140	Peaches, Frozen	X			
ADE-I-143	Pear Halves	X			
ADE-I-146	Pineapple Tidbits	X			
ADE-I-152	Pinapple/Banana Cup	X			Hold at 41° F or below.
ADE-I-155	Strawberries and Bananas	X			Hold at 41° F or below.
ADE-I-158	Fresh Strawberries	X			Hold at 41° F or below.

Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-I-161	Frozen Strawberries	X			
ADE-I-162	Watermelon Wedges	X			Hold at 41° F or below.
ADE-I-164	Black-Eyed Peas		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-167	Seasoned Broccoli		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-170	Raw Broccoli with Dip	X			Hold at 41° F or below.
ADE-I-173	Steamed Broccoli		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-176	California Blend Vegetables		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-179	Carrots/Celery w/Dip-2 sticks	X			Hold at 41° F or below.
ADE-I-182	Carrots/Celery w/Dip-4 sticks	X			Hold at 41° F or below.
ADE-I-183	Carrot Sticks	X			Hold at 41° F or below.
ADE-I-184	Seasoned Sliced Carrots, Frz		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-185	Seasoned Carrots, Canned		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-191	Corn on the Cob		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-192	Seasoned Corn, Canned		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-194	Seasoned Corn, Frozen		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-197	French Fries, Oven		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-198	French Fries, Fried		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-200	Great Northern Beans		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-201	French Style Green Beans		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-202	Seasoned Green Beans, Frz		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-203	Seasoned Green Beans, Cnd		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-204	Seasoned Greens		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-205	Green Beans with Onions		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-206	Mixed Vegetables, Frozen		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-209	Mixed Vegetables, Canned		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-212	Breaded Okra, Fried		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.

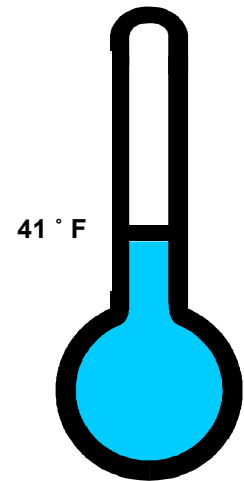
Process Approach to HACCP – 3 Steps Recipes

Recipe No.	Recipe	No cook	Same day cook & serve	Complex	Critical Control Points and Control Measures
ADE-I-215	Seasoned Peas and Carrots		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-216	Seasoned Green Peas, Can		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-218	Seasoned Green Peas, Frz		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-220	Dill Pickle Slices	X			
ADE-I-221	Dill Pickle Spears	X			
ADE-I-224	Seasoned Pinto Beans		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-226	Potato Puffs		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-I-229	Potato Wedges		X		Cook according to manufacturers instructions. Hold at 135° F or greater.
ADE-I-232	Mashed Potatoes		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-233	Raw Veggie Strips	X			Hold at 41° F or below.
ADE-I-235	Refried Beans, Canned		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-I-236	Salsa	X			
ADE-I-241	Sweet Potato Crunch		X		Cook to 135° F for 15 Seconds. Hold at 135° F or greater.
ADE-J-101	Barbeque Sauce Pkt	X			
ADE-J-102	Cinnamon Roll Glaze	X			
ADE-J-104	Potato Chips	X			
ADE-J-108	Honey Pkt	X			
ADE-J-109	Hot Sauce Pkt	X			
ADE-J-111	Ketchup Pkt	X			
ADE-J-114	Mayonnaise, ReducedFat Pkt	X			
ADE-J-115	Mayonnaise Pkt	X			
ADE-J-117	Mustard Pkt	X			
ADE-J-118	Relish Pkt	X			
ADE-J-120	Sweet and Sour Sauce Pkt	X			
ADE-J-126	Whipped Topping, Purchased	X			Hold at 41° F or below.

PROCESS CHART – PROCESS 1

**Process 1 -NO COOK
Keep Food Below 41 °F Degrees**

Menu Item	Recipe #
Milk	
Juice	
Tuna Salad Sandwich	F-11
Waldorf Fruit Salad	E-14
Cole Slaw	E-09
Fresh Fruit	
Fresh Vegetables	
Egg Salad Sandwich	F-10
Broccoli Salad	E-11
Three Bean Salad	E-04
Chicken or Turkey Salad	E-07



Control measures

CCP:

- Cold holding – Critical limit is 41° F or below

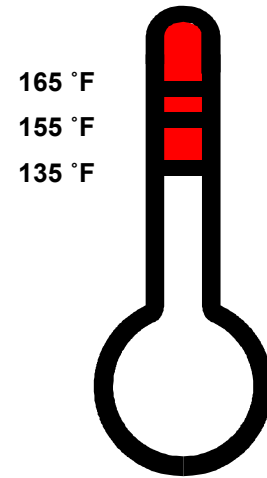
SOP:

- Personal Hygiene
- Washing Fresh Fruits 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 temperatures of food
- Date marking of ready-to-eat food

PROCESS CHART – PROCESS 2

Process 2-COOK and SAME DAY SERVE
Cook to Correct Temperature. Serve at 135 °F or above.

Menu Item	Recipe Number	Cooking Temperature
Green Beans in Cheese Sauce	I-11	140° F 15s
Chili con Carne	D-20	165° F 15 s
Macaroni & Cheese	D-26	165° F 15 s
Scrambled Eggs	D-34	155° F 15 s
Sloppy Joe on Roll	F-05	155° F 15 s
Mexicali Corn	I-12	140° F 15s
Scalloped Potatoes	I-16	140° F 15s
Chicken Taco	D-13C	165° F 15 s
Taco Salad	E-10	165° F 15 s
Refried Beans	I-15	140° F 15s
Broccoli, Cheese and Rice Casserole	I-08	165° F 15 s



Control measures

CCP:

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

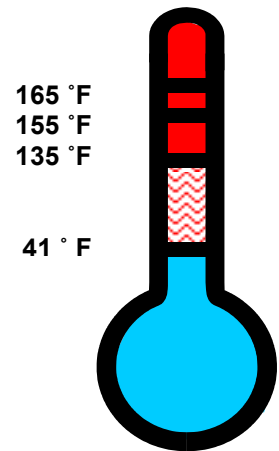
SOP:

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

PROCESS CHART – PROCESS 3

**Process 3-COOK, COOL, REHEAT, SERVE
Limit Time in the Danger Zone (41 °F – 135 °F)**

Menu Item	Recipe Number	Cooking Temperature	Cooling Temp.	Reheating Temp.
Bean Soup	H-08	At or above 165°F for at least 15 seconds	Cool to 70° F in 2 hrs or less and then to 41°F in 4 hrs or less.	At or above 165°F for at least 15 seconds
Potato Salad	E-12	Cook potatoes	Cool to 70° F in 2 hrs or less and then to 41°F in 4 hrs or less.	
Bean Burrito	D-21A	At or above 165°F for at least 15 seconds	Cool to 70° F in 2 hrs or less and then to 41°F in 4 hrs or less.	At or above 165°F for at least 15 seconds
Fruit and Rice Dessert	B-09	Cook rice	Cool to 70° F in 2 hrs or less and then to 41°F in 4 hrs or less.	
Rice Salad	E-02	Cook rice	Cool to 70° F in 2 hrs or less and then to 41°F in 4 hrs or less.	



Control measures

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)
- Reheating for hot holding, if applicable

SOP:

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

MONITORING

Manager Responsibilities:

- The foodservice manager at each site 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. (Specific details regarding monitoring are addressed in each SOP.)
- 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. (The checklist form has been included in Appendix IV.)

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

Documenting Corrective Actions:

- The foodservice director or manager* 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 or manager will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the 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.

NOTE: Corrective actions in this example are based on standards established in the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

Training:

- In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions 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 for common problems are attached.

* Person responsible for foodservice management and operations in the school district.

Corrective Actions

Event	Corrective Action	Outcome
Receiving temperature for refrigerated product is at 47° F	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 raw fruit	Instruct staff to wash hands immediately, discard fruit 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 to 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.	

Note: For the purpose of this sample document, only a few corrective actions have been described. In an actual food safety program, all applicable corrective actions should be documented and included in the written program.

RECORDKEEPING

DOCUMENTATION (RECORDS)

Food Production Records

- End Point Cooking Temperature
- Time and Temperature for Holding

Equipment Temperature Records

- Receiving Logs
- Freezer Log
- Cooler Log
- Thermometer Calibration
- Storage Room Logs

Review Records

- Food Safety Checklist
- Manager’s Checklist

DOCUMENTATION SCHEDULE

- Daily
- Daily
- Each delivery
- Daily
- Daily
- Weekly (Minimum)
- Daily
- Weekly
- Twice yearly

Training Logs
Corrective Action Records

On-going
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 Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept on 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 filing cabinet 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.

NOTE: For the purpose of this example, the recordkeeping logs may be viewed in Appendix IV Record Keeping Examples. In an actual food safety program, all recordkeeping logs used in the facility should be filed with the description of the program as well as in an accessible location for foodservice staff to get extra copies when necessary.

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

For Our Town Elementary School

The school food service manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation. The attached checklist will be used for the review.

Food Safety Program Review Checklist

1. Documents to review

- Standard Operating Procedures
- Food Preparation Process Charts
- Control Measures in the Process Approach (CCPs and SOPs)
- Corrective Actions

2. Monitoring recordkeeping. Choose at random one week from the previous four.

Type of Record (SOP, CCP, Corrective Action, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

- 1. Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.**
- 2. Who is responsible for verifying that the required records are being completed and properly maintained?**
- 3. Describe the training that has been provided to support the food safety program.**
- 4. Do the managers and staff demonstrate knowledge of the plan?**
- 5. Have there been any changes to the menu or operation (new equipment, etc.)?**
- 6. Was the plan modified because of these changes?**

1004. HAACP Compliance Review For Our Town Elementary School

Personal Dress and Hygiene:

YES NO

1. Do employees follow guidelines for personal dress and hygiene? YES NO
2. Do employees have access to hand washing facilities YES NO

Food Preparation:

3. Is food prepared using proper procedures to prevent food borne illness? YES NO
4. Are staff using disposable gloves appropriately? YES NO

Hot Holding:

5. Is hot food held using proper procedures? YES NO
6. Are observed holding temperatures above 140F? YES NO

Cold Holding:

7. Is cold food held using proper procedures? YES NO
8. Are observed holding temperatures below 41F? YES NO

Refrigerator, Freezer, and Milk Cooler:

9. Is food stored using the proper chilling procedures? YES NO
10. Are thermometers and temperature logs used to document storage temperatures? YES NO

Food storage and Dry storage:

11. Is food stored using proper procedures? YES NO
12. Are thermometers and temperatures logs used to document storage temperatures? YES NO

Cleaning and Sanitizing:

13. Are correct procedures used for cleaning and sanitizing? YES NO

Utensils and Equipment:

14. Are small equipment, utensils, and work surfaces properly cleaned and sanitized?

15. Are chemicals testing strips used to monitor the strength of sanitizing solution?

Large Equipment:

16. Are all pieces of equipment properly cleaned?

Garbage Storage and Disposal:

17. Are correct garbage storage and disposal procedures followed?

Pest Control:

18. Are procedures in place to control pests?

Appendix IV: Record Keeping

- A. Food Safety Checklist
- B. Receiving Log
- C. Cooking and Reheating Temperature Log
- D. Cooling Temperature Log
- E. Damaged or Discarded Product Log
- F. Refrigeration Log

FOOD SAFETY CHECKLIST

For Our Town Elementary School

Date _____ Observer _____

Directions: Use this checklist monthly to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.----- _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails). -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration or in cold running			

- water. ----- _____
- 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, surfaces and not for drying hands, utensils, or floor. ----- _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ----- _____
- The internal temperature of food being cooked is monitored and documented. ----- _____

HOT HOLDING

Yes No Corrective Action

- Hot holding unit is clean.----- _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat 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 135 °F.----- _____
- Food is protected from contamination.----- _____

COLD HOLDING

Yes No Corrective Action

- Refrigerators are kept clean and organized.----- _____
- Temperature of cold food being held is at or below 41 °F.----- _____
- Food is protected from contamination.----- _____

REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

- Thermometers are available and accurate.----- _____
- Temperature is appropriate for pieces of equipment.----- _____
- Food is stored 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 Action

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.----- _____
- All food and paper supplies are stored 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.----- _____

CLEANING AND SANITIZING

Yes No Corrective Action

- Three-compartment sink is properly set up for ware washing.----- _____
- Dishmachine is working properly (i.e. 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 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.----- _____
- Smallware 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 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 cleaned and sanitized after each use.----- _____
- 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's mouth.---- _____

LARGE EQUIPMENT

Yes No Corrective Action

- 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 Action

- 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 Action

- 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 licensed pest control operator.----- _____

Receiving Log

For Our Town Elementary School

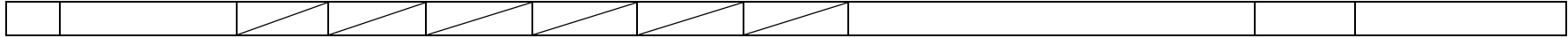
Instructions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the Receiving Log at the close of each day. The Receiving Log is kept on file for a minimum of one year.

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

Cooling Log
For Our Town Elementary School

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. Foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

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



Damaged or Discarded Product Log

For Our Town Elementary School

Instructions: Foodservice employees will record product name, quantity, action taken, and reason, initials, and date each time a food or food product is damaged and/or will be discarded. 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 each working day. Maintain this log for a minimum of one year.

Product Name/ Brand/Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials/D ate	Manager Initials/Date

Appendix V. References and Resources

References

1. Dietary Guidelines www.healthierus.gov/dietary guidelines
2. FDA Food Code <http://www.cfsan.fda.gov/~dms/fc01-sup.html>
3. USDA Temperature Rules www.fsis.usda.gov/thermy
4. National Food Service Institute www.nfsmi.org

Resources

1. USDA Recipes http://www.nfsmi.org/Information/school_recipe_index_alpha.html
2. Healthy School Meals Food Safety Resources
<http://schoolmeals.nal.usda.gov/Safety/index.html>
3. For more information about this document contact:
Foodsafety@fns.usda.gov

Cooling Potentially Hazardous Foods

For Our Town Elementary School

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly

Scope: This procedure applies to foodservice employees who prepares, handles, or serves 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.
1. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
2. Prepare and cool food in small batches.
3. 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
 - 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
 - Pre-chill ingredients and containers used for making bulk items like salads
4. Follow State or local health department requirements regarding required cooling parameters.
5. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °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:

Cleaning and Sanitizing Food Contact Surfaces

For Our Town Elementary School

PURPOSE: To prevent foodborne 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:

7. Train foodservice employees on using the procedures in this SOP.
8. Follow State or local health department requirements.
9. 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.
10. 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
 - Any time contamination occurs or is suspected
11. 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.

INSTRUCTIONS, continued:

12. 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.
13. 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:

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.

MONITORING, continued:

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 by placing a piece of heat sensitive tape on a smallware item or a maximum registering thermometer 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 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 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

CORRECTIVE ACTION, continued:

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 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Controlling Time and Temperature During Preparation

For Our Town Elementary School

PURPOSE: To prevent foodborne 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 41 °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 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 4 hours.

Controlling Time and Temperature During Preparation, continued

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 30 minutes.

5. Discard food held in the temperature danger zone for more than 4 hours.

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 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooking and Reheating Temperature Log
For Our Town Elementary School

Instructions: Record product name, time, the two temperatures/times, and any corrective action taken on this form. The 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 daily. Maintain this log for a minimum of 1 year.

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

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 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 *2001 FDA Food Code*, cook products to the following temperatures:
 - a. 145 °F for 15 seconds

- Seafood, beef, and pork
- Eggs cooked to order that are placed onto a plate and immediately served
- b. 155 °F for 15 seconds
 - Ground products containing beef, pork, or fish
 - Fish nuggets or sticks
 - Eggs held on a steam table
 - Cubed or Salisbury steaks
- c. 165 °F for 15 seconds
 - Poultry
 - Stuffed fish, pork, or beef
 - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)
- d. 135 °F 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

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice 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:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and 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 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, Potentially Hazardous Food, 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.

DATE REVISED: _____ **BY:** _____

KEY WORDS: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

INSTRUCTIONS:

2. Train foodservice employees on using the procedures in this SOP. 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.”
3. Follow State or local health department requirements.
4. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
5. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
6. Refrigerate all ready-to-eat, potentially hazardous foods at 41 °F or below.
7. Serve or discard refrigerated, ready-to-eat, potentially hazardous 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, potentially hazardous foods.
9. 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.

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 foodservice 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 foodservice 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:** _____

Handling a Food Recall

For Our Town Elementary School

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train foodservice 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 items 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 commodity food 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:

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

CORRECTIVE ACTION:

1. Retrain any foodservice 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:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
 - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
 - 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

Foodservice 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 foodservice 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.

Handling a Food Recall, continued

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall*. University, MS: Author.

Holding Hot and Cold Potentially Hazardous Foods

For Our Town Elementary School

PURPOSE: To prevent foodborne 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 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 *2001 FDA Food Code*:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F 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 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 135 °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 41 °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 41 °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 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °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 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °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.

CORRECTIVE ACTION, continued:

4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °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. The 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. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Personal Hygiene

For Our Town Elementary School

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 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.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing 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.
13. Eat, drink, use tobacco, 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.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP 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. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Preventing Contamination at Food Bars

For Our Town Elementary School

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 foodservice 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 Holding Hot and Cold Potentially Hazardous 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:
 - a. Touching food with their bare hands
 - b. Coughing, spitting, or sneezing on the food
 - c. Placing foreign objects in the food
 - d. Using the same plate for subsequent trips

CORRECTIVE ACTION:

1. Retrain any foodservice 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 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice 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:** _____

Receiving Deliveries

For Our Town Elementary School

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 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.

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 41 °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 41 °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. Retrain any foodservice 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 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 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Reheating Potentially Hazardous Foods **For Our Town Elementary School**

PURPOSE: To prevent foodborne illness by ensuring that all foods are reheated 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 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 *2001 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 °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 135 °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 41 °F and 165 °F 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 Potentially Hazardous Foods, continued

CORRECTIVE ACTION:

1. Retrain any foodservice 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:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Serving Food

For Our Town Elementary School

PURPOSE: To prevent foodborne 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.
8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
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 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. 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:** _____

Storing and Using Poisonous or Toxic Chemicals

For Our Town Elementary School

PURPOSE: To prevent foodborne illness by chemical contamination.

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

KEY WORDS: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
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 *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 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:

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

CORRECTIVE ACTION:

1. Retrain any foodservice 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 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. 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:** _____

Using and Calibrating Thermometers

For Our Town Elementary School

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 foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice 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 °F (-18 °C) to 220 °F (104 °C) 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 thermostat 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 foodservice 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. Foodservice 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 the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.

- Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer’s instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
- At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice 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:

Foodservice 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 foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 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 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Using Suitable Utensils When Handling Ready-to-Eat Foods

For Our Town Elementary School

PURPOSE: To prevent foodborne 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. Train foodservice 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

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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

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. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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

For Our Town Elementary School

PURPOSE: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

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

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

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. If State or local health department requirements are based on the *2001 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 Potentially Hazardous 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 potentially hazardous 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. Foodservice 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. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any foodservice 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:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Washing Fruits and Vegetables

For Our Town Elementary School

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.

KEY WORDS: Fruits, Vegetables, Cross-Contamination, Washing

INSTRUCTIONS:

1. Train foodservice 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 *2001 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 °F or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice 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 foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Washing Hands

For Our Town Elementary School

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice 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 foodservice staff 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
 - 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

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 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.
9. 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:

1. A designated employee will visually observe the handwashing practices of the foodservice staff 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 foodservice 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 foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Summary of Corrective Actions for HACCP-Based SOPs

For Our Town Elementary School

SOP	Corrective Action
Controlling Time and Temperature During Preparation <div style="background-color: #cccccc; padding: 2px; display: inline-block;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 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 30 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.
Cooking <div style="background-color: #cccccc; padding: 2px; display: inline-block;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling <div style="background-color: #cccccc; padding: 2px; display: inline-block;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. 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: <ul style="list-style-type: none"> • Above 70 °F and 2 hours or less into the cooling process; and • Above 41 °F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: <ul style="list-style-type: none"> • Above 70 °F and more than 2 hours into the cooling process; or • Above 41 °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 41 °F and less than 4 hours into the cooling process. 4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
Date Marking Ready-to-Eat Potentially Hazardous Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
Employee Health Policy	To be determined by school officials and State or local health department.
Handling A Food Recall	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification. 5. Conform to the recall notice using the following steps:
Summary of Corrective Actions for HACCP-Based SOPs	

SOP	Corrective Action
Handling A Food Recall, continued	<ul style="list-style-type: none"> • Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall. • Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs. • Complete and maintain all required documentation related to the recall including: <ul style="list-style-type: none"> • Recall notice • Records of how food product was returned or destroyed • Reimbursable costs • Public notice and media communications
Holding Hot and Cold Potentially Hazardous Foods <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; display: inline-block;">Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods: <ul style="list-style-type: none"> • Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °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 135 °F. 3. For cold foods: <ul style="list-style-type: none"> • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours: <ul style="list-style-type: none"> • 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. 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 °F.

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following this procedure. 2. Discard affected food.
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> 1. Retrain any foodservice 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 °F or below 135 °F.
Preventing Cross-Contamination during Storage and Preparation	<ol style="list-style-type: none"> 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.
Receiving Deliveries	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reject the following:

	<ul style="list-style-type: none"> • 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
Reheating Potentially Hazardous Foods Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue reheating and heating food if the internal temperature does not reach the required temperature.
Serving Food	<ol style="list-style-type: none"> 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.
SOP	Corrective Action
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> 1. Retrain any foodservice 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 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP. 4. 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 Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food. 5. Discard foods held in the danger zone for greater than 4 hours.
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated. 5. Retrain employees who are using or calibrating food thermometers improperly.
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands.
Using Time Alone as a Public Health Control Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice 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.

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Washing Fruits and Vegetables	<ol style="list-style-type: none"> 1. Retrain any foodservice 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.
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Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Washing Hands	<ol style="list-style-type: none"> 1. Retrain any foodservice 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.

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

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

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

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

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

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

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

Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist		

Using Time Alone as a Public Health Control	Food Safety Checklist		
Washing Fruits and Vegetables	Food Safety Checklist		