

**Braxton County HACCP Based  
Standard Operating Procedures  
Revised August 08, 2016**

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## Cleaning and Sanitizing Food Contact Surfaces

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

**SCOPE:** This procedure applies to foodservice employees.

**KEY WORDS:** Food Contact Surface, Cleaning, Sanitizing

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before and after each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
  - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
7. If a dishmachine is used:
  - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of 180 °F or above if using hot water to sanitize.

## **Cleaning and Sanitizing Food Contact Surfaces, continued**

### **INSTRUCTIONS, continued:**

#### **MONITORING:**

Foodservice employees will:

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

#### **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

## **Cleaning and Sanitizing Food Contact Surfaces, continued**

### **INSTRUCTIONS, continued:**

4. In a dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
  - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
  - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

### **VERIFICATION AND RECORD KEEPING:**

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. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## Controlling Time and Temperature During Preparation

**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. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

### 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.



## **Controlling Time and Temperature During Preparation Continued:**

### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record the date, product name, start and end times of production and any corrective actions taken, and the amount of food prepared on the Production Record. 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 Record daily. Maintain the Production Log as directed by your State agency. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## Cooking Potentially Hazardous Foods

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

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

**KEY WORDS:** Cross-Contamination, Temperatures, Cooking

### INSTRUCTIONS:

1. Train foodservice employees 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. 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 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 temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

## Cooking Potentially Hazardous Foods Continued:

**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, and temperatures on Production Record. 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 Production Record is to be kept on file for a minimum of 3 years plus the year of operation.

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## **Cooling Potentially Hazardous Foods**

**PURPOSE:** To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

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

**KEY WORDS:** Cross-Contamination, Temperatures, Cooling, Holding

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Modify menus, production schedules, and production records to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
  - Place food in shallow containers no more than 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 such as a blast chiller.
  - Stir the food in a container placed in an ice water bath.
  - Add ice as an ingredient.
  - Separate food into smaller or thinner portions.
  - Pre-chill ingredients and containers used for making bulk items such as salads.
6. If State or local requirements are based on the *2005 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.
7. 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.

**Cooling Potentially Hazardous Foods Continued:****CORRECTIVE ACTION:**

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:

- 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:
    - 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.
  2. 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.
  3. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record temperatures on the production records. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift. The Production Records are to be kept on file for a minimum of 3 years plus the year of operation.

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## **Date Marking Ready-to-Eat, Potentially Hazardous Food**

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

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

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

### **INSTRUCTIONS:**

1. 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”
  - Identifying the day of the week, such as “cut cantaloupe, Monday,
2. Follow State or local health department requirements.
  3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
  4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours or as required by Braxton County Health Department.
  5. Refrigerate all ready-to-eat, potentially hazardous foods at 41 °F or below.
  6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
  7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
  8. 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.
    - 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 Marking Ready to Eat Potentially Hazardous Foods Continued:**

### **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 and recorded on damage or discarded log or production records.

**VERIFICATION AND RECORD KEEPING:**

Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## Handling a Food Recall

**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 superintendent of the recalled product that is in the school inventory.
  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.

### **Handling a Food Recall Continued:**

#### **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 inventory sheet. These shall be kept for a minimum of 3 years plus the year of operation.

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## **Holding Hot and Cold Potentially Hazardous Foods**

**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 using correct FDA Food Code.

3. Preheat steam tables and hot boxes.

**MONITORING:**

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
  - Verify that the air/water temperature of any unit is at 140 °F or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot potentially hazardous foods should be 140 °F or above before placing the food out for display or service.
  - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours and/or at the beginning of each serving time.
5. For cold foods held for service:
  - Verify that the air/water temperature of any unit is at 40 °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 40 °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 and/or at the beginning of each serving time.

**Holding Hot and Cold Potentially Hazardous Foods Continued:****MONITORING CONTINUED:**

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 40 °F or below.
  - Verify that the temperature cold holding unit is at 40 °F or below.

**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 140 °F and the last temperature measurement was 140°F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
  - Discard the food if it cannot be determined how long the food temperature was below 140 °F.
3. For cold foods:
  - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 40 °F and the last temperature measurement was 40 °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.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
4. Discard the food if it cannot be determined how long the food temperature was above 40 °F.

## **Holding Hot and Cold Potentially Hazardous Foods Continued:**

### **VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record temperatures of food items and document corrective actions taken on the Production Record. 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 3 years plus the year of operation.

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## **Personal Hygiene**

**PURPOSE:** To prevent contamination of food by foodservice employees.

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

**KEY WORDS:** Personal Hygiene, Cross-Contamination, Contamination

### **INSTRUCTIONS:**

1. Train foodservice employees on 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 or melted
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:**

- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

**Personal Hygiene Continued:****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. Foodservice employees will record any discarded food on the Production Record. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food

Safety Checklist and Production Records will be kept on file for a minimum of 3 years plus the year of operation.

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## Preventing Contamination at Food Bars

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

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

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

### **INSTRUCTIONS:**

1. Train 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.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar.
6. Replace existing containers of food with new containers when replenishing the food bar or as directed by Braxton County Sanitarian.
7. Assist customers who are unable to properly use utensils.
8. Ensure that customers use a clean dish when returning to the food bar.
9. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
10. 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:
  - Touching food with their bare hands
  - Coughing, spitting, or sneezing on the food
  - Placing foreign objects in the food
  - Using the same plate for subsequent trips

**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 40 °F or below 140 °F.

**Preventing Contamination at Food Bars Continued:****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 Production Record.

Foodservice employees will document any discarded food on Production Record/Salad Bar Record. The Production Record and Salad Bar Record will be kept on file for a minimum of three years plus the year of operation.

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**Date Revised:** August 8, 2016 **By:** Staff

## **Preventing Cross-Contamination During Storage and Preparation**

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

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

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



**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

**Preventing Cross-Contamination During Storage and Preparation Continued:****MONITORING:**

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

**CORRECTIVE ACTION:**

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

2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

**VERIFICATION AND RECORD KEEPING:**

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist monthly. The Food Safety Checklist will be kept on file for a minimum of three years plus the year of operation. Foodservice employees will document discarded food on Production Records or Inventory Records which will be kept on file for a minimum of three years plus the year of operation.

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## **Receiving Deliveries**

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

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

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

**INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
5. Keep receiving area clean and well lighted.
6. Do not touch ready-to-eat foods with bare hands.
7. Compare delivery invoice against products ordered and products delivered.
8. Transfer foods to their appropriate locations as quickly as possible.

**MONITORING:**

1. Driver will record temperature of truck on invoice.
2. 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.
3. The delivery driver will record the temperature on the invoice or temperature log.
4. 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 40 °F or below. The temperature of milk should be 40 °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 40 °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.
5. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
6. Check the integrity of food packaging.
7. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

**Receiving Deliveries Continued:****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. Records will be kept on file for a minimum of 3 years plus the year of operation.

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## **Reheating Potentially Hazardous Foods**

**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. 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 140 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
  - Any food that is cooked, cooled, and reheated for hot holding
  - Leftovers reheated for hot holding
  - Products made from leftovers, such as soup
  - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
  - Heat processed, ready-to-eat foods from a package or can to at least 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 or surface thermometer.
2. Take internal temperatures from each pan of food before stirring.

**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.

**Reheating Potentially Hazardous Foods Continued:****VERIFICATION AND RECORD KEEPING:**

Foodservice employees will record product name, time, and temperatures. 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 Production Records at the close of each day. The temperature logs are kept on file for a minimum of 3 years plus the year of operation.

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## **Serving Food**

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

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

**KEY WORDS:** Cross-Contamination, Service

### **INSTRUCTIONS:**

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy.
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.

**Serving Food Continued:****VERIFICATION AND RECORD KEEPING:**

The foodservice manager will periodically check the storage and use of utensils during service. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## **Storing and Using Poisonous or Toxic Chemicals**

**PURPOSE:** To prevent food borne 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.
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 *2005 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2005 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.

**Storing and Using Poisonous or Toxic Chemicals Continued:****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:**

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Production Record or Inventory Form.

Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist and Damaged and other records are kept on file for a minimum of 3 years plus the year of operation.

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## **Using and Calibrating Thermometers**

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

**SCOPE:** This procedure applies to 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.
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 ( $\pm 2$  °F) [or 0 °C ( $\pm 1$  °C)]. If not, adjust according to manufacturer's instructions.

### **Monitoring Continued:**

3. To use boiling-point method:
  - Immerse at least the first two inches of the probe into boiling water.
  - Allow the temperature reading to stabilize before reading temperature.
  - Reading should be 212 °F ( $\pm 2$  °F) [or 100 °C ( $\pm 1$  °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

### **Using and Calibrating Thermometers Continued:**

#### **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.

- 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 or acting manager will review and initial the Calibration Log weekly. The Calibration Log will be kept on file a minimum of 3 years plus the year of operation. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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### **Using Suitable Utensils When Handling Ready-to-Eat Foods**

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

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

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

#### **INSTRUCTIONS:**

- Train foodservice employees on using the procedures in this SOP.
- Follow State or local health department requirements.
- Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
- Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
- 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.

**Using Suitable Utensils When Handling Ready-to-Eat Foods Continued:**

**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. A designated food service employee will complete the Food Safety Checklist monthly. The designated foodservice employee responsible for monitoring will record any discarded food on the Production Record or Inventory Record. Records will be kept on file for a minimum of 3 years plus the year of operation.

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

**PURPOSE:** To prevent food borne 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. Follow state or local health department requirements.
  - Specific foods for which time rather than temperature will be used to limit bacteria growth.
  - No potentially hazardous foods will be placed in service on self-service salad bars earlier than two and one half hours before the END of the last serving period for the meal.
  - Procedures will be 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. Use the four hour rule for packed lunches
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.

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

**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. Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## Washing Fruits and Vegetables

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

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

**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. 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 40 °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.

13.

**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.

## **Washing Fruits and Vegetables Continued:**

**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 3 years plus the year of operation.

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## Washing Hands

**PURPOSE:** To prevent foodborne illness by contaminated hands.

**SCOPE:** This procedure applies to anyone who handles, 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
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.

## **Washing Hands Continued:**

### **INSTRUCTIONS CONTINUED:**

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:**

Staff will be identified in each school to complete the Food Safety Checklist monthly. The Food Safety Checklist is to be kept on file for a minimum of 3 years plus the year of operation.

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## **Food Safety during a Boil Water Advisory (SOP)**

**Purpose:** To prevent food borne illness during a Boil Water Advisory by ensuring water used for food preparation, service and cleaning is safe.

**Scope:** This procedure applies to food service employees involved in food preparation, serving and cleaning.

**Key Words:** Boil Water advisory, safe drinking water, food prep, food service, cleaning and sanitizing

### **Instructions:**

1. Train foodservice employees on using the procedures in this SOP
2. Follow state and local health department requirements
3. Notify Nutrition Services Director of water situation.
4. When Boil Water advisory is issued, boil water from contaminated source for 10 minutes before use and/or use bottled water or as prescribe by local Health Department.
5. Prepare hand washing container along with safe water for rinsing hands.
6. If meal service takes place, use disposable containers and eating utensils.
7. If water is still contaminated during cleaning, postpone washing and sanitizing cooking utensils until Boil Water Advisory is lifted.

### **Monitoring:**

Food service staff will:

1. During all hours of operation maintain clean and safe food preparation and service by using boiled water or bottled water to ensure food safety. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP, Cooking Potentially Hazardous Foods SOP, Personal Hygiene SOP, Washing Hands SOP
2. Continue to monitor Boil Water Advisory status.

### **Corrective Action:**

1. Employees failing to follow procedures will be retrained immediately.
2. Foods contaminated will be discarded and recorded in Damaged and Discarded Log.
3. Notify Nutrition Services Director and building principal of inability to serve safe foods.

**Verification:**

1. Employees will note situation in Food Production Records. Café manager will verify employees are following safe food preparation and serving practices by visually monitoring employees during operation hours. Food Production Records will be kept on file for 3 years plus the current year.

**DATE IMPLEMENTED:**                      **August, 2006**                      **BY: Staff**

**DATE REVISED:**                         **August 16, 2013**                      **BY: Staff**

**Date Revised:**                          **August 8, 2016**                      **By: Staff**

## **HACCP-Based Standard Operating Record Keeping**

Cooking and Reheating Temperature Log .....
Cooling Temperature Log .....
Damaged or Discarded Product Log .....
Food Contact Surfaces Cleaning and Sanitizing Log .....
Production Log .....
Receiving Log .....
Refrigeration Log .....
Thermometer Calibration Log .....
Food Safety Checklist .....







# HACCP-Based SOPs

## Cooking and Reheating Temperature Log

**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	Internal Temperature/ Time	Corrective Action Taken	Initials	Verified By/ Date

# HACCP-Based SOPs

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## Cooling Temperature Log

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

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

## HACCP-Based SOPs

---

### Damaged or Discarded Product Log

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

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

# HACCP-Based SOPs

## Food Contact Surfaces Cleaning and Sanitizing Log

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

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

# HACCP-Based SOPs

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## Production Log

**Instructions:** Foodservice employees will record the date, product name, start and end time of production, the two temperature measurements taken, any corrective action taken, and the amount of food prepared on the Production Log. The 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 log daily. Maintain this log as directed by your State agency.

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

## HACCP-Based SOPs

### Receiving Log

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

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

# HACCP-Based SOPs

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## Refrigeration Log

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

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

## HACCP-Based SOPs

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### Thermometer Calibration Log

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

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



# HACCP-Based SOPs

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## FOOD SAFETY CHECKLIST

Date \_\_\_\_\_ Observer \_\_\_\_\_

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

### PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	<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 wedding band and a watch and 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, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# HACCP-Based SOPs

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- Food is prepared in small batches to limit the time it is in the temperature danger zone.   \_\_\_\_\_
  - Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.   \_\_\_\_\_
  - Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.   \_\_\_\_\_
  - The internal temperature of food being cooked is monitored and documented.   \_\_\_\_\_
- 

## HOT HOLDING

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Hot holding unit is clean.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • 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. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Hot holding unit is pre-heated before hot food is placed in unit.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Temperature of hot food being held is at or above 135 °F.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food is protected from contamination.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## COLD HOLDING

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Refrigerators are kept clean and organized.               | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Temperature of cold food being held is at or below 41 °F. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food is protected from contamination.                     | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## REFRIGERATOR, FREEZER, AND MILK COOLER

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Thermometers are available and accurate.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Temperature is appropriate for pieces of equipment.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Food is stored 6 inches off floor or in walk-in cooling equipment.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Refrigerator and freezer units are clean and neat.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Proper chilling procedures are used.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • All food is properly wrapped, labeled, and dated.   | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • The FIFO (First In, First Out) method of inventory management is used.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| • Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |

# HACCP-Based SOPs

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## 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

---

## CLEANING AND SANITIZING

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dishmachine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

---

## UTENSILS AND EQUIPMENT

	Yes	No	Corrective Action
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are cleaned and sanitized after each use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

# HACCP-Based SOPs

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- Drawers and racks are clean.  Yes  No \_\_\_\_\_
  - 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.  Yes  No \_\_\_\_\_
- 

## LARGE EQUIPMENT

- |  | Yes                      | No                       | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| ● Food slicer is clean.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Food slicer is broken down, cleaned, and sanitized before and after every use. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Boxes, containers, and recyclables are removed from site.                      | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Loading dock and area around dumpsters are clean and odor-free.                | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Exhaust hood and filters are clean.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## GARBAGE STORAGE AND DISPOSAL

- |  | Yes                      | No                       | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| ● Kitchen garbage cans are clean and kept covered. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Garbage cans are emptied as necessary.           | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Boxes and containers are removed from site.      | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Loading dock and area around dumpster are clean. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● Dumpsters are clean.                             | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
- 

## PEST CONTROL

- |   | Yes                      | No                       | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| ● Outside doors have screens, are well-sealed, and are equipped with a self-closing device. | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● No evidence of pests is present.  | <input type="checkbox"/> | <input type="checkbox"/> | _____             |
| ● There is a regular schedule of pest control by a licensed pest control operator.          | <input type="checkbox"/> | <input type="checkbox"/> | _____             |

## Developing a HACCP-Based Food Safety Program Worksheets

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## Food Safety Program

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

### Key Points

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

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

### Key Terms

Here is a quick look at some key terms:

**Hazard analysis:** review of your food service operation to find areas where food safety problems might occur.

**Control measures:** steps you take to reduce the likelihood of food contamination.

**Critical control points:** points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety.

**Critical limits:** the time and temperature ranges for food preparation and service (either cold or hot) that keep food safe.

**Process Approach:** a method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature danger zone, which is between 41 °F and 135 °F (per the amendment to the 2001 FDA Food Code issued in August 2003).

**Standard Operating Procedure (SOP):** written instructions for a food service task that reduce food safety hazards.

# HACCP-Based SOPs

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## Overview to the Process Approach to HACCP

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

Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment. Keeping foods safe is also a vital part of healthy eating and a recommendation of the *Dietary Guidelines for Americans 2005*. When properly implemented, HACCP-based food safety programs will help you ensure the safety of the school meals served to children in your school nutrition program.

### Food Process

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

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

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

## HACCP-Based SOPs

### Components of a Comprehensive Food Safety Program

**Directions:** For each of your food service locations complete the following information. Maintain this record for a minimum of 1 year.

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



# HACCP-Based SOPs

**Summary Table of Record Keeping for HACCP-Based SOP**

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

# HACCP-Based SOPs

**Summary Table of Record Keeping for HACCP-Based SOP, continued**

	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Personal Hygiene				X	X					
Preventing Contamination at Food Bars				X	X	X				
Preventing Cross-Contamination During Storage and Preparation				X	X					
Receiving Deliveries								X		
Reheating Potentially Hazardous Foods		X								
Serving Food					X					
Storing and Using Toxic Chemicals				X	X					

## HACCP-Based SOPs

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

## HACCP-Based SOPs

---

### Summary Table for Monitoring and Reviewing HACCP-Based SOP Record

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

## HACCP-Based SOPs

### 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
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		

## HACCP-Based SOPs

### 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		

## HACCP-Based SOPs

---

### 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		
Washing Hands	Food Safety Checklist		

# HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs	
SOP	Corrective Action
Cleaning and Sanitizing Food Contact Surfaces	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>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.</li> <li>3. In a 3-compartment sink:               <ul style="list-style-type: none"> <li>• Drain and refill compartments periodically and as needed to keep the water clean.</li> <li>• Adjust the water temperature by adding hot water until the desired temperature is reached.</li> <li>• Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.</li> </ul> </li> <li>4. In a dishmachine:               <ul style="list-style-type: none"> <li>• Drain and refill the machine periodically and as needed to keep the water clean.</li> <li>• 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.</li> <li>• 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.</li> <li>• For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.</li> </ul> </li> </ol>



## HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Controlling Time and Temperature During Preparation	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.</li> <li>3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.</li> <li>4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.</li> <li>5. Discard food held in the temperature danger zone for more than 4 hours.</li> </ol>
Cooking Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue cooking food until the internal temperature reaches the required temperature.</li> </ol>
Cooling Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>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"> <li>• Above 70 °F and 2 hours or less into the cooling process; and</li> <li>• Above 41 °F and 6 hours or less into the cooling process.</li> </ul> </li> <li>3. Discard cooked, hot food immediately when the food is:               <ul style="list-style-type: none"> <li>• Above 70 °F and more than 2 hours into the cooling process; or</li> <li>• Above 41 °F and more than 6 hours into the cooling process.</li> </ul> </li> <li>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.</li> <li>4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.</li> </ol>
Date Marking Ready-to-Eat Potentially Hazardous Food	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Foods that are not date marked or that exceed the 7-day time period will be discarded.</li> </ol>
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"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.</li> <li>3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.</li> <li>4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.</li> <li>5. Conform to the recall notice using the following steps:</li> </ol>

# HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Handling A Food Recall, continued	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.</li> <li>• Complete and maintain all required documentation related to the recall including:               <ul style="list-style-type: none"> <li>• Recall notice</li> <li>• Records of how food product was returned or destroyed</li> <li>• Reimbursable costs</li> <li>• Public notice and media communications</li> </ul> </li> </ul>
Holding Hot and Cold Potentially Hazardous Foods  <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; width: fit-content; margin: 10px auto;">             Critical Control Point (CCP)           </div>	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. For hot foods:         <ul style="list-style-type: none"> <li>• 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.</li> <li>• Discard the food if it cannot be determined how long the food temperature was below 135 °F.</li> </ul> </li> <li>3. For cold foods:         <ul style="list-style-type: none"> <li>• 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"> <li>• 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.</li> <li>• Use a quick-chill unit like a blast chiller.</li> <li>• Stir the food in a container placed in an ice water bath.</li> <li>• Add ice as an ingredient.</li> <li>• Separate food into smaller or thinner portions.</li> </ul> </li> </ul> </li> <li>4. Repair or reset holding equipment before returning the food to the unit, if applicable</li> <li>5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.</li> </ol>

## HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following this procedure.</li> <li>2. Discard affected food.</li> </ol>
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Remove and discard contaminated food.</li> <li>3. Demonstrate to customers how to properly use utensils.</li> <li>4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.</li> </ol>
Preventing Cross-Contamination during Storage and Preparation	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Separate foods found improperly stored.</li> <li>3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.</li> </ol>
Receiving Deliveries	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Reject the following: <ul style="list-style-type: none"> <li>• Frozen foods with signs of previous thawing</li> <li>• Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust</li> <li>• Punctured packages</li> <li>• Foods with out-dated expiration dates</li> <li>• Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy</li> </ul> </li> </ol>
Reheating Potentially Hazardous Foods  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue reheating and heating food if the internal temperature does not reach the required temperature.</li> </ol>
Serving Food	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Replace improperly handled plates, cups, or utensils.</li> <li>3. Discard ready-to-eat food that has been touched with bare hands.</li> <li>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.</li> </ol>

# HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued	
SOP	Corrective Action
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard any food contaminated by chemicals.</li> <li>3. Label and/or properly store any unlabeled or misplaced chemicals</li> </ol>
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Continue heating or chilling food carrier if the proper air temperature is not reached.</li> <li>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.</li> <li>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.</li> <li>5. Discard foods held in the danger zone for greater than 4 hours.</li> </ol>
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>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.</li> <li>3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.</li> <li>4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.</li> <li>5. Retrain employees who are using or calibrating food thermometers improperly.</li> </ol>
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard ready-to-eat food touched with bare hands.</li> </ol>
Using Time Alone as a Public Health Control  Critical Control Point (CCP)	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.</li> </ol>
Washing Fruits and Vegetables	<ol style="list-style-type: none"> <li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li> <li>2. Remove unwashed fruits and vegetables service and washed immediately before being served.</li> <li>3. Label and date fresh cut fruits and vegetables.</li> <li>4. Discard cut melons held after 7 days.</li> </ol>

# HACCP-Based SOPs

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<b>Summary of Corrective Actions for HACCP-Based SOPs, continued</b>	
<b>SOP</b>	<b>Corrective Action</b>
Washing Hands	<ol style="list-style-type: none"><li>1. Retrain any foodservice employee found not following the procedures in this SOP.</li><li>2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.</li><li>3. Retrain employee to ensure proper handwashing procedure.</li></ol>

# HACCP-Based SOPs

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**Employee Food Safety Training Record**

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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

Employee Name	Length of Training	Training and Materials Provided



# HACCP-Based SOPs

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# HACCP-Based SOPs

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## No-Cook Process Worksheet

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

Menu Item	Recipe Number	Specific Instructions



# HACCP-Based SOPs

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## No-Cook Process Worksheet, continued

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

Menu Item	Recipe Number	Specific Instructions

# HACCP-Based SOPs

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## Same Day Service Process Worksheet

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

Menu Item	Recipe Number	Specific Instructions

# HACCP-Based SOPs

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## Same Day Service Process Worksheet, continued

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

Menu Item	Recipe Number	Specific Instructions

# HACCP-Based SOPs

## Complex Food Process Worksheet

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

Menu Item	Recipe Number	Specific Instructions

# HACCP-Based SOPs

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## Complex Food Process Worksheet, continued

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

Menu Item	Recipe Number	Specific Instructions

## Reference List

Iowa State University. (2003). *HACCP: Hazard analysis critical control point information center*. Retrieved October 11, 2005, from <http://www.iowahaccp.iastate.edu/plans/index.cfm?CatList=14,16&ParentID=16&sectionid=2>.

U. S. Department of Agriculture, Food and Nutrition Service. (June 2005). *Guidance for school food authorities: Developing a school food service program based on the process approach to haccp principles*. Retrieved October 11, 2005, from <http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf>.

U. S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2002). *Responding to a food recall*. University, MS: Author.

U. S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2004). *Serving it safe (2nd ed)*. University, MS: Author.

U. S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2004). *Wash your hands: Educating the school community*. University, MS: Author.

U. S. Food and Drug Administration. (2001). *Food code*. Retrieved October 11, 2005, from <http://www.cfsan.fda.gov/~dms/foodcode.html#intro>.

# HACCP-Based SOPs

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## Resource List

National Food Service Management Institute. (2003). *Emergency readiness plan: Guide and forms for the school foodservice operation*. University, MS: Author.

National Food Service Management Institute. (2004). *Serving it safe poster*. University, MS: Author.

United States Food and Drug Administration Center for Food Safety and Applied Nutrition. (2005). *Managing Food Safety: A HACCP principles guide for operators of food establishments at the retail level*. Available at <http://vm.cfsan.fda.gov/~dms/hret-2.html#flow>.

U.S. Department of Agriculture, Food and Nutrition Service. (2004). *A biosecurity checklist for school foodservice programs: Developing a biosecurity management plan*. Available at <http://schoolmeals.nal.usda.gov/Safety/biosecurity.pdf>.

### Food Safety Web Sites

FDA Center for Food Safety and Applied Nutrition, available at <http://www.cfsan.fda.gov/~lrd/haccp.html>

Gateway to Government Food Safety Information, available at [www.FoodSafety.gov](http://www.FoodSafety.gov)

Healthy School Meals Resource System, available at <http://schoolmeals.nal.usda.gov/>

“Is It Done Yet?” available at <http://www.isitdoneyet.gov>

“Thermy™” available at [http://www.fsis.usda.gov/Food\\_Safety\\_Education/Thermy](http://www.fsis.usda.gov/Food_Safety_Education/Thermy)

Thermometer Resource available at [http://www.nfsmi.org/Information/thermometer\\_resource.html](http://www.nfsmi.org/Information/thermometer_resource.html)