

Schools in Action

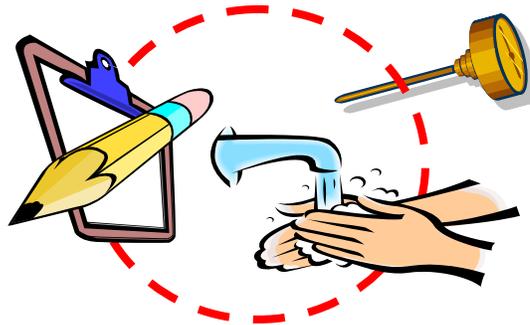
Food Safety Program

Based On Process Approach to Hazard Analysis Critical Control Point (HACCP)

*Adapted for a School Purchasing Meals
From Food Vendor
With No On-Site Food Preparation and No Leftovers*

for

**School Name: Magnolia Science Academy
Santa Ana**



Date This Plan is Effective:

August 1, 2017

The following materials have been provided by or adopted from the following sources:

Components of Food Safety Plan for Meals Delivered to Sites – No Heating and No Leftovers

DESCRIPTION OF THE SCHOOL FOOD SERVICE FACILITY

CATEGORIZING MENU ITEMS

Procedures Followed when Categorizing Menu Items

Chart - Menu Items Categorized According to Process 1 or 2

Note: There are no leftover heated products so no foods are in Process 3 category.

IDENTIFIED CONTROL MEASURES (CRITICAL CONTROL POINTS OR CCPS)

Process 1& 2 Control Measures

Process 1 Flow Chart: No Cook Menu Items (*for posting*)

Process 2 Flow Chart: Heated Items – Served Same Day (*for posting*)

Informing Employees/Volunteers About Food Safety Plan

MONITORING CRITICAL FOR CONTROL POINTS

Monitoring Responsibilities

CORRECTIVE ACTIONS FOR CRITICAL CONTROL POINTS

Corrective Action Responsibilities

Summary of Corrective Actions for Critical Control Points

RECORDKEEPING

Responsibilities for Recordkeeping/Location & Retention of Records

EMPLOYEE HEALTH/TRAINING

Training of Food Service Staff/Volunteers/Student Workers

Employee/Volunteer Orientation Agreement

REVIEW OF FOOD SAFETY PLAN & CHECKLIST

IMPORTANT TERMS

Appendix I. Standard Operating Procedures

- A. Holding Hot and Cold Potentially Hazardous Foods
- B. Personal Hygiene
- C. Receiving Deliveries
- D. Storing and Using Poisonous or Toxic Chemicals
- E. Using Suitable Utensils When Handling Ready-to-Eat Foods
- F. Washing Fresh Fruits and Vegetables
- G. Washing Hands

Appendix II. Sample Logs

**Food Safety Program:
For School Purchasing Meals
With No On-Site Food Preparation and No Leftovers**

This program was developed August 1, 2017

by *(name, job title and place of employment e.g. sponsor and/or school)*
Assistance was provided by: *(names)* Glenda Aleman, SFA Director.

Description of this School Site

1. Name of School Agency: Magnolia Education and Research Foundation
2. Name of Serving Site: Magnolia Science Academy Santa Ana
3. Name and Title of Person in Charge for Food Service at this Site: Loren Williams
4. Type of Site:

No on-site food preparation and storage of milk– All food items delivered daily are ready-to-serve. The milk component is delivered to the site with the meals. All leftovers are discarded.

5. Number of daily meals served:

Breakfast: ~255 Lunch: ~375 After School Care Snacks: N/A

6. Number of food service employees/volunteers working at this site:

2 Part-time employees

0 Adult volunteers 0 Student workers

0 Substitutes: specifically for this site shared with other sites

8. Equipment used at site for school meal preparation and service.

Check all that apply and list number of units in blank:

Refrigerator___ Milk coolers___ Upright Freezer___ Walk-in Freezer___

Chest-type Freezer___ Oven Range___ Convection Oven___

Other Specify: ___The meals are delivered in temperature maintaining containers until served.

9. Additional comments about site:
-

Procedures Followed When Categorizing Menu Items

Recommendations for categorizing menu item as Process 1 and Process 2 follow. All leftovers are discarded after meal service is completed so there are no menu items in the Process 3 category.

Complete this checklist to indicate how food items were categorized. Check those that were followed when developing the food safety program.

- Included the menu items for all programs (lunch, breakfast, after school snack).
- Categorized all items, even those that do not meet the definition for “potentially hazardous”.
- Abbreviated the number of items on the list by grouping like items (canned fruit, canned vegetables).
- The menu items in one month’s menu are categorized as process 1 or process 2 on the chart. Menu items will continually add to the as each monthly menu is reviewed until the list is completed. The responsibility for updating the food safety program to include additional menu items is: Loren Williams

Describe any school specific procedures/modifications, if any, below:

Process #1 No Cook
Keep food at or below 45 °F Degrees.

Menu Item	Recipe Number	Controlling Hazards for Process #1
Milk		Temperature controls: <ul style="list-style-type: none">• Cold holding SOPs: <ul style="list-style-type: none">• Refer to SOPs that apply to Process #1
Yogurt		

Process #2 ☐ Same Day Service
Cook to correct temperature. Hold and serve at 135 °F or above.

Menu Item	Recipe Number	Controlling Hazards for Process #2
Chicken Bowl		Temperature controls: <ul style="list-style-type: none"> • Cooking • Hot holding SOPs: <ul style="list-style-type: none"> • Refer to SOPs that apply to Process #2
Burritos		

Identified Control Measures For Process 1 & 2

Process 1 – No Cook Menu Items

***** Keep Potentially Hazardous Foods Below 41° F. *****

Critical Control Point:

Holding Cold Potentially Hazardous Foods – Critical limit is 45° F. or below.

Process 2 – Cook and Serve the Same Day

Critical Control Point:

Holding Heated Potentially Hazardous Foods – Critical limit is 135° F. or above.

PROCESS #1: NO COOK

Example: Fruit Salad

RECEIVE

Controls: Known Source, Receiving Temperatures



STORE

Controls: Proper Storage Temperatures,
Prevent Cross Contamination,
Store away from chemicals



PREPARE

Controls: Personal Hygiene, Restriction of Ill
Employees, Prevent Cross Contamination



Temperature Control: COLD HOLDING

Hold at 41°F or Below.
Check and record temperatures.



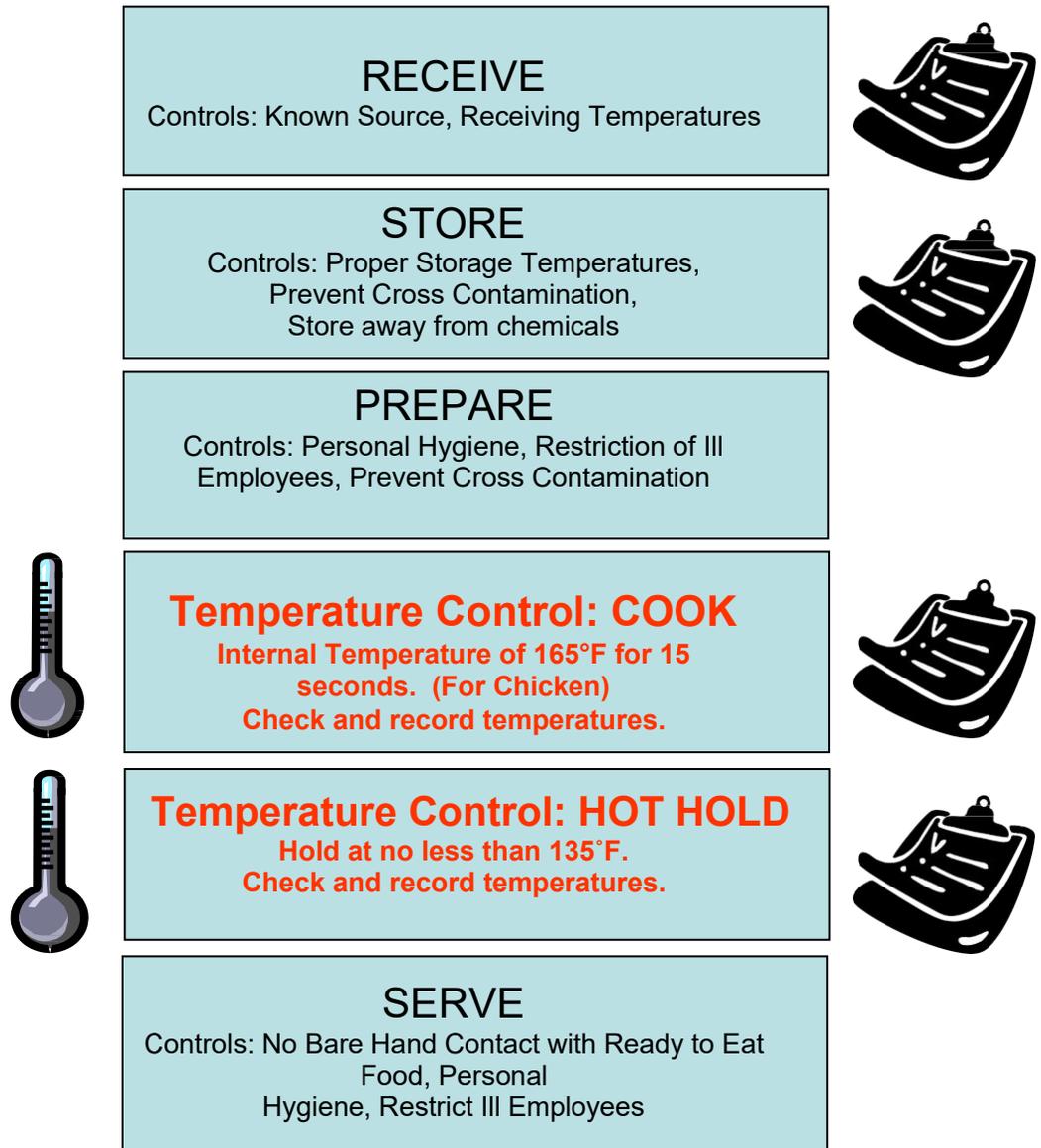
SERVE

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

PROCESS #2: SAME DAY SERVICE

Example: Baked Chicken



Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards.

Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

Informing Food Service Employees/Volunteers About Food Safety Program

The designated person in charge will ensure that all appropriate staff and volunteers are aware of the menu items, the appropriate process category, and the necessary control measures by: *Check those that apply.*

- Posting the process charts and other instructions.
 - Keeping the charts and other instructions in the school's meal program binder located at school.
 - Keeping menus, information and logs with this school's meal program in a three-ring binder located in designated place at the school.
 - Keeping a master copy of the program in school office.

 - Providing an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) to food service staff/volunteers. Ongoing training will be provided as needed.
 - Providing appropriate instructions to student workers, volunteers, and/or substitute food service staff on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.

 - Posting job aids, when possible, to assist staff, student workers and/or volunteers with following proper procedures.

 - Other: Describe in space below.
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Monitoring

Person In Charge Responsibilities:

- Ensuring assigned food service staff or volunteers are properly monitoring critical control points (CCPs) at the required frequency and are completing documenting requirements.
- Monitoring implementation of standard operating procedures (SOPs) and recommending revisions.

Food Service Staff/Volunteers Responsibilities:

- Monitoring individual critical control points (CCPs) in the handling and preparation of food, per the standard operating procedures (SOPs).
-

Designated Monitoring Responsibilities:

(List Position and Back up Assigned in blanks below)

Ongoing Food Safety Training Agreements _____

Equipment Temperatures

- Cold Storage Units N/A _____ Rosa or Norma _____
- Hot Holding Units N/A _____ Rosa or Norma _____
- Dishmachine N/A _____
- Manual Dishwashing N/A _____

Food Temperatures (potentially hazardous)

- Transporting N/A _____ B4YM _____
- Receiving N/A _____ Rosa or Norma _____
- Meal Service N/A _____ Rosa or Norma _____

Thermometers

- Recalibration N/A _____ Rosa or Norma _____

Concentration of Sanitizing Solution

- Dishwashing
 - Manual Dishwashing N/A _____
 - Dishmachine N/A _____
- Wiping clothes N/A _____ Rosa or Norma _____
- Food contact surfaces N/A _____ Rosa or Norma _____

Cleaning Schedules for Non-food Contact Surfaces and Holding Equipment

- Refrigeration/Freezer Units N/A _____ B4YM _____
 - Serving Tables N/A _____ Rosa or Norma _____
 - Tables Used by Students N/A _____ Sau or Alfonso _____
-

Corrective Action Responsibilities

Determining Corrective Actions:

- The person in charge is responsible for implementing predetermined corrective actions for deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are stated in the SOPs and reiterated on the following pages.
- Corrective actions for all SOPs are stated on the SOPs.
- The person in charge will review and update the corrective actions at least annually with the assistance of the sanitarian who conducts the food safety inspections.

Training:

- In addition to the corrective actions outlined on the following table and in the SOPs, food service staff/volunteers will be trained on a continuous basis to take corrective actions and document these actions, when necessary.

Documenting Corrective Actions:

- Food service staff/volunteers will be responsible for documenting any corrective actions taken. Of special concern are the critical control points.
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Summary of Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
HOT HOLDING	If hot food being held is not at 135° F or above when delivered to site...	<p>If time is used as a control: Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or temperature log, as specified by SOP. Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)</p> <p>If the thermometer is incorrect:</p> <p><u>For thermometers that can be re-calibrated:</u></p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers. <p><u>For thermometers that cannot be re-calibrated:</u></p> <ul style="list-style-type: none"> • Discard inaccurate thermometer. • Retest with accurate thermometer. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Contact the school or vendor that delivered the meals to provide replacement product that is at the appropriate temperature. • When the hot holding equipment appears not to be working properly, complete a work order or notify the person in charge.

<p>COLD HOLDING</p>	<p>If cold food being held is found to be above 41°F ...</p>	<p>If time is used as a control: Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the hot holding unit. Discard any product that was not served within 6 hours.</p> <p>If the thermometer is incorrect:</p> <p><u>For thermometers that can be re-calibrated:</u></p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers. <p><u>For thermometers that cannot be re-calibrated:</u></p> <ul style="list-style-type: none"> • Discard inaccurate thermometer. • Retest with accurate thermometer.. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Chill the cold food to 41°F or less and then hold below 41°F. if there is refrigeration equipment at the serving site. • Return items that are not at appropriate temperatures according to the SOP for receiving food product. Note the action taken on the temperature log invoice or packing slip. • If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative and notify person in charge.
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Recordkeeping

Responsibilities for Recordkeeping/Location & Retention of Records

Food Service Staff Responsibility:

- All food service staff will be held responsible for recordkeeping duties, as assigned. Overall, Loren Williams or Cynthia Ramirez will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- Appropriate forms/logs will be selected and adapted for use at school site.
- All forms/logs will be kept in designated area in food service, unless otherwise specified on school site's SOP.
- All forms/logs will be replaced as needed and replacement forms are provided.
- All completed forms will be kept in the Secondary Office.

Employee/Volunteer Training:

- The Office Manager/ Principal is responsible for informing all food service personnel/volunteers on the use and importance of recording critical information.

Maintenance of Records:

- All monitoring records, including temperature logs, will be maintained for the current and prior school years to meet USDA food safety requirements.

Note: Production records, free and reduced price meal applications, and other documents that show compliance with federal school meal programs must be kept for 3 years plus the current school year.

Documentation (Records)

Documentation Schedule

Food Handler Certification Prior to Start of Employment

Temperature Records

Receiving Temperatures	Each Delivery
Holding	Potentially Hazardous Foods
Refrigeration Temperature Log.....	Each day
Thermometer Calibration Log.....	Per food safety plan
Dish Machine Temperature Log	Each day machine is operated

Employee Training

Ongoing Food Safety Program Certification	Prior to Start Time
Food Safety Training Plan and Record	On-going

Corrective Action Records As necessary

Cleaning Schedules for Non-food Contact Surfaces and Holding Equipment

Cleaning Schedule for Refrigeration & Freezer Units As needed/at least weekly

Training of Food Service Staff/Volunteers/Student Workers

The *Principal/ Office Manager* will provide/arrange for training of food service staff, volunteers and/or student workers as part of orientation, annual in-service and other times during the school year.

New Employee/Volunteer/Student Workers/Other School Personnel Orientation

All employees and volunteers involved in food preparation and service will obtain a food handler certificate.

On-going Food Safety Training

1. Training needs of employees/volunteers/student workers will be identified prior to the start of each school year.
 2. The needs are based on observations, corrective actions that were required, and/or recommendations by sanitarian during recent food safety inspections.
 3. Training calendar will be completed prior to the start of each school year.
 4. Appropriate resources used in the training activities including videos, DVDs, pre-planned lesson, and/or guest speakers.
 5. Source of materials for the training activities include those distributed by U.S. Department of Agriculture and National Food Service Management Institute and the National Restaurant Association's National Food Safety Education Month archives.
 6. Those who attend the training activity held at the school will sign in on a roster.
 7. Training activities may also include food safety courses held off site.
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Review of Food Safety Plan

The *Schools in Action—Meal Program Manager* will review the facility's food safety system and plan at the beginning of each school year and when any significant changes occur in the operation. The ***Checklist for Review of Food Safety System and Plan*** will be used for the review process.

Checklist for Review of Food Safety System and Plan

1. Review and update the following documents:
 - _____ Food Preparation Process Charts (or other documents used to show categorization of menu items into process 1 and 2)
 - _____ Control Measures used for each Process (CCPs and SOPs in the flow of food)
 - _____ Standard Operating Procedures
 - _____ Monitoring Procedures
 - _____ Recordkeeping Procedures
 - _____ Corrective Actions
 2. What improvements are needed to improve current monitoring or recordkeeping methods?
 3. What improvements were suggested by environmental health specialist who conducts the food safety inspections?
 4. What additional training is needed to support the food safety program?
 5. Does the person in charge at each site demonstrate knowledge of the plan?
 6. Have there been any changes to the menu or operation (new equipment, new food code requirements, etc.) that require changes to the plan?
 7. Was the plan modified to reflect needed improvements or changes?
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Checklist for Review of Food Safety System and Plan

Instructions: The person in charge or other designee SIA Meal Program Manager will use this checklist to determine strengths and weaknesses of the food safety plan Monthly Twice per year Annually Other

Note responses and corrective action taken on this plan. Keep completed records for future reference.

Date _____ Person completing check list _____

Personal Hygiene/Health/Approved Food Source

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Employees/volunteers are properly attired including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Hair net or designated hair restrains properly worn	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to plain ring	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean unless suitable arrangements are made with person in charge	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves are changed at appropriate times/not reused	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>		Employees/volunteers comply with restrictions/exclusion, per SOP	<input type="checkbox"/>	<input type="checkbox"/>	
All food items are from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Comments::			

Facility Maintenance

	Yes	No	Corrective Action		Yes	No	Corrective Action
Serving counters, storage shelves, ovens, ranges, and other surfaces are clean to touch.	<input type="checkbox"/>	<input type="checkbox"/>		Boxes, containers and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	

Refrigeration, Freezer and Milk Cooler Units

	Yes	No	Corrective Action		Yes	No	Corrective Action
Appropriate thermometers are placed in warmest locations, readily available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>		Established cleaning schedule is followed to keep units clean	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective action is noted on temperature logs	<input type="checkbox"/>	<input type="checkbox"/>		Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Transporting and Receiving

	Yes	No	Corrective Action		Yes	No	Corrective Action
Meal delivery is planned to limit time food items are held				Temperatures of food items are taken as part of receiving procedures and noted on appropriate log or transport slip	<input type="checkbox"/>	<input type="checkbox"/>	
Food is delivered at required safe temperatures. The temperature is checked with calibrated thermometers as part of receiving procedures.	<input type="checkbox"/>	<input type="checkbox"/>		Food items delivered at inappropriate temperatures or rejected due to other food safety problems are returned to where the meals are prepared/milk is purchased. Contact is made to report problems with unacceptable food items and take necessary corrective action.	<input type="checkbox"/>	<input type="checkbox"/>	

Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Holding units are clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold items 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"/>	

Serving and Eating Utensils and Food Contact Surfaces

	Yes	No	Corrective Action		Yes	No	Corrective Action
All food contact surfaces and utensils, including cutting board 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"/>	
All serving and eating utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		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	<input type="checkbox"/>	<input type="checkbox"/>	
Food contact surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Ready-to-eat food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>	
Food is set out in small batches to limit contamination and the time it is in the temperature danger zone				Comments:			

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels) N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wash and rinse water is clean and free of grease and food particles N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

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

Pest Control

	Yes	No	Corrective Action		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"/>	
Pest control services are provided by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>		Comments:			

Important Terms

Control Measure – Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measure determined to be essential for food safety are include in the flow charts on pages 4-7.

Corrective Action – Activity that is taken by a person whenever a critical limit is not met.

Critical Control Point (CCP) – An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduced it to an acceptable level.

Critical Limit – One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

Cross-Contamination – The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.

Danger Zone – The temperature range between 41° F. and 135° F. that promotes rapid growth of pathogenic micro-organisms.

Exclude – To prevent a person from entering areas where food and equipment is stored and where food is prepared and served.

Hazardous Analysis and Critical Control Point (HACCP) – A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food.

Internal Temperature – The temperature of the internal portion of a food product.

Micro-organism – A form of life that can be seen only under microscope, including bacteria, viruses, yeast, and single-cell entities.

Monitoring – The act of observing and making measurements to help determine if critical limits are being met and maintained.

Pathogen – A micro-organism (bacteria, parasite, viruses, fungi) that causes diseases in humans.

Personal Hygiene – Individual cleanliness and habits.

Potentially Hazardous Food (PHF) – A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms. PHF includes animal food (a food of animal origin) that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons, and garlic-in-oil mixtures that are not monitored in a way that results in mixtures that do not support growth.

Process Approach to HACCP– A method of categorizing food operations into one of three categories described below.

Process 1: Food preparation with no cook step – ready-to-eat food is received, stored, prepared, held and served.

Process 2: Food preparation for same day service – food is received, stored, prepared, **cooked/re-heated (commercially processed food products)**, held and served.

Ready-to-Eat Food – Food in an edible form that does not require washing, cooking, or additional preparation in the food service operation.

Recordkeeping – Documenting monitoring activities.

Restrict – To prevent a person from working with exposed food, clean utensils and equipment, clean linens, and unwrapped single-service items.

Standard Operating Procedure (SOP) - Written description of food safety practices. It includes monitoring, recordkeeping, and corrective action, when applicable.

APPENDIX I: STANDARD OPERATING PROCEDURES



Appendix A

Holding Hot and Cold Potentially Hazardous Foods

Purpose: To prevent foodborne illness by ensuring that all potentially hazardous foods are held at the proper temperature

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

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

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Hold hot foods at 135 °F or above; and
 - Cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.

Monitoring:

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

- Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action:

For hot foods:

- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Add ice as an ingredient
 - Separate food into smaller or thinner portions
 - Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was above 41
-

Verification and Record Keeping:

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

Date Implemented: *By:*

Date Reviewed: **By:**

Date Revised: **By:**

Appendix B

Personal Hygiene

Purpose: To prevent contamination of food by foodservice employees

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

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

Personal Hygiene, continued

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:

Appendix C

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 handles, prepares, or serves food.

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

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection procedure to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
6. Keep receiving area clean and well lighted.
7. Do not touch ready-to-eat foods with bare hands.
8. Compare delivery invoice against products ordered and products delivered.
9. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination.
 2. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
-

Receiving Deliveries, continued

3. Check the temperature of refrigerated foods.
 - a. The temperature of milk products should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
4. Check dates of milk and other perishable goods to ensure safety and quality.
5. Check the integrity of food packaging.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action:

1. Reject the following:
 - a. Punctured packages
 - b. Expired foods
 - c. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

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

Date Implemented: *By:*

Date Reviewed: **By:**

Date Revised: **By:**

Appendix D

Storing and Using Poisonous or Toxic Chemicals (Sample SOP)

Purpose: To prevent foodborne illness by chemical contamination

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

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

Instructions:

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

Storing and Using Poisonous or Toxic Chemicals, continued

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

Date Implemented: *By:*

Date Reviewed: **By:**

Date Revised: **By:**

Appendix E

Using Suitable Utensils When Handling Ready-to-Eat Foods

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

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

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

Instructions:

1. 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.
2. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
4. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - Handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred
5. Follow State and local public health requirements.

Monitoring:

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

Date Implemented: *By:*

Date Reviewed: **By:**

Date Revised: **By:**



Corrective Action:

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

Verification and Record Keeping:

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

Date Implemented: *By:*

Date Reviewed: **By:**

Date Revised: **By:**

Appendix F

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 serve food.

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. **Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.**
6. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
7. Follow State and local public health requirements.

Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, if applicable. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Washing Fruits and Vegetables, continued

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served.

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:

Appendix G

Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands

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

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
 2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
 3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
 4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
 5. Keep handwashing sinks accessible anytime employees are present.
 6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
-

Washing Hands, continued

7. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified.

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:

APPENDIX II: SAMPLE LOGS

