

Taylor County Upper Elementary School Cafeteria

Food Safety Program

HACCP-Based Standard Operating Procedures

Table of Contents

Program Overview and Facility

Personnel and Emergency Contact List

HACCP-Based Standard Operating Procedures

- Cleaning and Sanitizing Food Contact Surfaces
- Controlling Time and Temperature During Preparation
- Cooking Time/Temperature Control for Safety Foods
- Cooling Time/Temperature Control for Safety Foods
- Date Marking and Ready-to-Eat, Time/Temperature Control for Safety Foods
- Handling a Food Recall
- Holding Hot and Cold Time/Temperature Control for Safety Foods
- Personal Hygiene
- Preventing Contamination at Food Bars
- Preventing Cross-Contamination During Storage and Preparation
- Receiving Deliveries
- Reheating Time/Temperature Control for Safety Foods
- Serving Food
- Serving Food to Students with Food Allergies
- Storing and Using Poisonous or Toxic Chemicals
- Taste Testing Food
- Using and Calibrating Thermometers
- Using Suitable Utensils When Handling Ready-to-Eat Foods
- Washing Fruits and Vegetables
- Washing Hands

HACCP-Based Standard Operating Procedures Record Keeping

- Cooking and Reheating Temperature Log
- Cooling Temperature Log
- Damaged or Discarded Product Log
- Production Log
- Receiving Log
- Refrigeration Log
- Sanitizer Concentration Log
- Sanitizing Log for High Temperature Dish Machines
- Thermometer Calibration Log
- Employee Food Safety Training Record
- Food Safety Checklist

Additional Policies and Procedures

- Employee Health Policy
- Employee Health Agreement
- Restrict/Exclude Decision Guide
- Contamination Event Procedures
- Body Fluid Cleanup Kit

Food Preparation Action Plan

- Summary of Corrective Actions for HACCP-Based SOPs
- Non-TCS Foods
- Process 1 (No Cook)
- Process 2 (Cook and Serve Same Day)
- Process 3 (Complex Food Preparation)

Program Overview and Facility

This program was developed in 2020 for the Taylor County Upper Elementary School.

The program follows the United States Department of Agriculture (USDA) guidance on developing a food safety program based on the Process Approach. All standards in this plan are based on the current Georgia Food Code (Department of Public Health Chapter 511-6-1 Food Service).

School Nutrition Operation

Which *best describes* the type of food production system used in your school.

- On-site production and service.
- Central kitchen serving multiple units.
- Satellite kitchen with limited on-site finishing and preparation. If checked, where do you get your food? _____
- Food Service Management Company (FSMC). If checked, what is the name of the FSMC? _____

Food Safety Certification(s)

List all employees who are currently employed in your operation and have successfully completed an American National Standards Institute (ANSI) accredited food protection manager examination (ex. ServSafe).

EMPLOYEE NAME	POSITION	DATE CERTIFICATE ISSUED
Rhonda Windham	Manager	5/30/2019

Average Daily Participation:

Breakfast: 239 (# of meals)

Lunch: 245 (# of meals)

Snacks: 63 (# of snacks)

Menus:

Cycle menus are used and there are 10 cycles per school year.

Type of customers you serve

- Preschool children
- Elementary school students
- Middle school students
- High school students
- Off-site, such as alternative schools

Alternate Serving Locations:

Does your school nutrition operation provide meals to students at locations other than the cafeteria?

- Yes (if yes, complete the information below.)
- No

What alternative locations are used to serve meals offered by the school nutrition operation to students?

- Classroom
- Hallway
- Kiosk or cart
- Vending Machines
- Bus
- Off site location such as field trip
- Other (please specify) _____

Signature: _____, Manager/Director

Foodservice Equipment Inventory

What is the general condition of your school kitchen?

- Excellent, in no need of repairs
- Very good, minimal need for repairs
- Good, needs modest repairs
- Poor, needs many repairs

Type	Quantity
Mixer, floor and counter	<u>1</u>
Slicer	<u>0</u>
Food Processor	<u>0</u>
Reach-in Refrigerator/Freezer	<u>5</u>
Kettle	<u>0</u>
Milk Cooler	<u>2</u>
Ice machine	<u>1</u>
Oven, Convection	<u>2</u>
Holding Unit, cold	<u>0</u>
Holding Unit, hot	<u>0</u>
Dishmachine	<u>1</u>
Vertical Cutter Mixer	<u>0</u>
Tilting Skillet (Braiser)	<u>1</u>
Steamer	<u>0</u>
Range	<u>1</u>
_____	_____

School Foodservice Staff

Emergency Contact Information

Employee Name	Position
<u>Rhonda Windham</u>	<u>TCUES SNP Manager</u>
<u>Rodney Wainwright</u>	<u>TCSD SNP Director</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
Emergency Contacts	Phone Number(s)
<u>Jimmy Towns</u>	<u>706-741-8022</u>
<u>JoLynn Moncrief</u>	<u>478-391-3959</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
Date <u> </u>	

Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

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 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.

Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

7. If a dishmachine is used:
 - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.

CORRECTIVE ACTION, continued

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Controlling Time and Temperature During Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that TCS 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 TCS foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling TCS Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

Controlling Time and Temperature During Preparation, continued

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooking Time/Temperature Control for Safety (TCS) 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

Cooking TCS Foods, continued

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

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

Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooling Time/Temperature Control for Safety (TCS) Foods

PURPOSE: To prevent foodborne illness by ensuring that all TCS 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 staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers no more than 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. 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.

Cooling TCS Foods, continued

MONITORING:

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

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.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating “No Foods Cooled” on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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

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, TCS 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, 5/26/15, 8:00 a.m.,”
 - Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
 - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
2. Follow State or local health department requirements.
3. Label ready-to-eat, TCS foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, TCS foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, TCS foods at 41 °F or below.
6. Serve or discard refrigerated, ready-to-eat, TCS 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, TCS foods.
8. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/15, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 8/1/05.”
 - On Tuesday, 8/2/15, the lasagna is frozen with a second label that reads, “Frozen, 8/2/15.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/15 – Tuesday, 8/2/15, only 1 day is counted towards the 7-day time period.

Date Marking Ready-to-Eat, TCS Food, continued

INSTRUCTIONS, continued:

- On Tuesday 8/16/15 the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 8/16/15." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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 district's public relations coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

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

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 Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods

PURPOSE: To prevent foodborne illness by ensuring that all TCS foods are held under the proper temperature.

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

KEY WORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Ensure foods remain at the proper internal temperature:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

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

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

MONITORING, continued:

5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling TCS Foods SOP.
 - All cold TCS 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 TCS Foods SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

**Holding Hot and Cold Time/Temperature Control for Safety (TCS)
Foods, continued**

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Personal Hygiene

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

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:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Preventing Contamination at Food Bars

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. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold TCS Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food
 - Using the same plate for subsequent trips

Preventing Contamination at Food Bars, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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.

Preventing Cross-Contamination During Storage and Preparation, continued

INSTRUCTIONS, continued:

13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location.

Refer to Segregating Damaged Goods SOP.

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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. Ensure food is from an approved source.
4. Schedule deliveries to arrive at designated times during operational hours.
5. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
6. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
7. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
8. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
9. Keep receiving area clean and well lighted.
10. Do not touch ready-to-eat foods with bare hands.
11. Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
12. Compare delivery invoice against products ordered and products delivered.
13. Transfer foods to their appropriate locations as quickly as possible.

Receiving Deliveries, continued

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Receiving Deliveries, continued

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Reheating Time/Temperature Control for Safety (TCS) 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 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

Reheating Time/Temperature Control for Safety (TCS) Foods

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

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

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Serving Food

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

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

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the Employee Health Policy.
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 TCS food at the proper temperature. Refer to the Holding Hot and Cold TCS 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 TCS foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, TCS Foods, and Cooling TCS 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.

Serving Food, continued

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, TCS Foods; Cooling TCS Foods; and Holding Hot and Cold TCS Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Serving Food to Students with Food Allergies

PURPOSE: To serve safe and nutritious meals to students with food allergies.

SCOPE: This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

KEY WORDS: Allergies, Cleaning, Cross Contact, Hand washing

INSTRUCTIONS:

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
 - Check all ingredient labels each time a food is purchased.
 - Date each food item when received.
3. Store food items that contain allergens in a separate location from the non-allergenic items.
4. Keep ingredient labels for a minimum of 24 hours after serving the product.
5. Prevent cross contact during food preparation.
 - Wash hands before preparing foods.
 - Wear single-use gloves.
 - Use a clean apron when preparing allergen-free food.
 - Wash, rinse, and sanitize food contact surfaces.
 - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
 - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
 - Use a clean, sanitized cutting board when preparing food.
 - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
6. Prevent cross contact during meal service.
 - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
 - Use dedicated serving utensils and gloves for allergen-free foods.
 - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
 - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
7. Follow your school's procedures for identifying students with food allergies.

Serving Food to Students with Food Allergies, continued

MONITORING:

A child nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate an emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

VERIFICATION AND RECORD KEEPING:

The child nutrition manager will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

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

KEY WORDS: Chemicals, Cross-Contamination, Contamination, 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 Safety Data Sheets (SDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the current *FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the current *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.

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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Taste Testing Food

PURPOSE: To prevent foodborne illness by ensuring that foodservice employees taste test food in a sanitary manner.

SCOPE: This procedure applies to foodservice employees who prepare and taste test food to assess flavor.

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.
4. Wash hands and put on gloves prior to tasting food. 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. Utensils used for tasting food may not be used more than once.
7. To taste test food, use one of the following methods.
 - a. **One Spoon Tasting Method**
 - i. Using silverware or a single-use disposable utensil, remove a small sample of the food from the pan.
 - ii. Step away from exposed food and food contact surfaces.
 - iii. Taste the sample of food.
 - iv. Immediately take the silverware to the dishroom or throw away the single-use disposable utensil.
 - v. Take off gloves and wash hands.
 - b. **Two Spoon Tasting Method**
 - i. The sampling spoon is used to secure a sample of food from the pan of product being tasted.
 - ii. The tasting spoon is the spoon that comes in contact with the mouth of the taster.
 - iii. Using the sampling spoon, remove a small sample of the food from the pan.
 - iv. Step away from exposed food and food contact surfaces prior to transferring the food from the sampling spoon to the tasting spoon.
 - v. Transfer the food from the sampling spoon to the tasting spoon. To prevent cross-contamination, the sampling spoon and the tasting spoon must never come into physical contact.
 - vi. Taste the sample of food.
 - vii. Immediately take both spoons to the dishroom or throw away single-use disposable spoons.
 - viii. Take off gloves and wash hands.

Taste Testing Food (continued)

MONITORING:

A designated foodservice employee will visually observe that food is being tasted in a manner that prevents contamination.

CORRECTIVE ACTION:

5. Retrain any foodservice employee found not following the procedures in this SOP.
6. Discard food that has been exposed to contaminated utensils or bare hands.

VERIFICATION AND RECORD KEEPING:

Nutrition Services supervisor will verify that food is tasted correctly by monitoring foodservice employees. The Nutrition Services supervisor will document any corrective actions that may be necessary.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
 - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to 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.

Using and Calibrating Thermometers, continued

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

Using and Calibrating Thermometers, continued

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Using Suitable Utensils When Handling Ready-to-Eat Foods

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
6. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

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

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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 or by using chemicals that comply with the current *FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, TCS Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

Washing Fruits and Vegetables, continued

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables from service. Wash as described in this SOP and return items to service.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train 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 anytime 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

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 current *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

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. No watches.	<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"/>	_____

- 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 TCS 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"/> | _____ |

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"/>	_____

- Drawers and racks are clean. _____
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth. _____

LARGE EQUIPMENT

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|--------------------------|
| ● Food slicer is clean. | <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"/> | _____ |

**SCHOOL FOOD EMPLOYEE HEALTH POLICY FOR
TAYLOR COUNTY UPPER ELEMENTARY SCHOOL**

PURPOSE

The purpose of the School Food Employee Health Policy is to ensure that all school food employees/conditional employees notify the supervisor/manager when the employee experiences any of the conditions listed within this policy so that appropriate steps are taken to reduce the risk of foodborne disease transmission.

POLICY

The School Food Authority is committed to ensuring the health, safety and well-being of our employees and customers and complying with all health department regulations.

All food employees shall report:

Symptoms of:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts, wounds, or lesions containing pus on the hand, wrist, or exposed body part (such as boils and infected wounds, however small).

Note: Diarrhea and vomiting from noninfectious conditions do not apply to this policy; however, a physician should make the diagnosis of the noninfectious condition causing the diarrhea and vomiting and the employee shall provide written documentation to the supervisor/manager that the condition is noninfectious.

Diagnosis of:

1. norovirus
2. Hepatitis A virus
3. Typhoid fever (caused by *Salmonella Typhi*)
4. nontyphoidal *Salmonella*
5. *Shigella spp.*
6. Shiga toxin-producing *Escherichia coli*

Note: The **supervisor/manager must notify the Health Department** when an employee is jaundiced or has been diagnosed with any one of the illnesses listed above.

Exposure to:

The employee shall inform the supervisor/manager if he or she has been exposed to an outbreak of or a household member with: norovirus, Hepatitis A virus, typhoid fever (caused by *Salmonella Typhi*), nontyphoidal *Salmonella*, *Shigella spp.*, or Shiga toxin-producing *Escherichia coli*.

FOOD EMPLOYEE RESPONSIBILITY

All school food employees/conditional employees shall follow the reporting requirements specified in this policy regarding disease symptoms and/or diagnosis. All school food employees/conditional employees subject to the required work restrictions or exclusions that are imposed upon them as specified by the Georgia Food Code (Rules of Department of Human Resources Public Health Chapter 511-6-1 Food Service) and the School Food Safety Plan, shall comply with these requirements as well as follow good hygienic practices at all times. The employee will participate in training on the Employee Health Policy annually.

SUPERVISOR/MANAGER RESPONSIBILITY

The supervisor/manager shall take appropriate actions as specified in the Georgia Food Code to exclude, restrict and monitor food employees who have reported any of the aforementioned conditions. The supervisor/manager shall ensure these actions are followed and only release the ill food employee once evidence, as specified in the Georgia Food Code, is presented demonstrating the person is free of the disease causing agent or the condition has otherwise resolved. The supervisor/manager shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop an outbreak from continuing. The supervisor/manager will continue to promote and reinforce awareness of this policy to all food employees on a regular basis to ensure it is being followed. In addition, the supervisor/manager will train employees annually on the Employee Health Policy.

Exclusion and Restriction

As noted in this policy, a school food employee/conditional employee is required to report gastrointestinal illnesses caused by the following bacteria and viruses to their supervisor/manager: norovirus, Hepatitis A virus, typhoid fever (caused by *Salmonella Typhi*), nontyphoidal *Salmonella* spp., *Shigella* spp., Shiga toxin-producing *Escherichia coli*. In turn, the supervisor/manager must exclude (prevent employee from working in the foodservice establishment or entering as an employee) or restrict (employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-use articles) the infectious employee so there is no risk of spreading a disease that is transmissible through food.

Refer to the following table for general guidelines regarding the exclusion of infectious employees.

Comprehensive information regarding exclude and restrict criteria can be found in the Georgia Food Code (Rules of Department of Human Resources Public Health) Chapter 511-6-1; Rule 511-6-1-.03(4)(g).

Pathogen Diagnosis	Exclusion	Criteria for Returning to Work
Shiga toxin-producing <i>Escherichia coli</i>	Exclude based on vomiting or diarrhea symptoms	1) Approval obtained from local health department, AND 2) Medically cleared, OR 3) >7 days since symptoms cleared
Nontyphoidal <i>Salmonella</i> spp.	Exclude based on vomiting or diarrhea symptoms	1) Approval obtained from local health department, AND 2) Medical documentation stating free from nontyphoidal <i>Salmonella</i> , OR 3) >30 days since vomiting or diarrhea resolved
<i>Salmonella</i> Typhi	Exclude upon diagnosis	1) Approval obtained from local health department, AND 2) Medical documentation stating free from <i>S. Typhi</i> .
<i>Shigella</i> spp.	Exclude based on vomiting or diarrhea symptoms	1) Approval obtained from local health department, AND 2) Medically cleared, OR 3) >7 days since symptoms cleared
Hepatitis A virus	Exclude if ≤ 14 days since any symptom or ≤ 7 days since jaundice	1) Approval obtained from local health department, AND 2) No jaundice for >7 days, OR 3) No jaundice and asymptomatic for >14 days, OR 4) Medical documentation of ability to return to work
Norovirus	Exclude based on vomiting or diarrhea symptoms	1) Approval obtained from local health department, AND 2) Medically cleared, OR 3) >48 hours since symptoms resolved



Georgia Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, **Salmonella Typhi**, **Shigella** spp., or Shiga toxin-producing **Escherichia coli** (STEC), nontyphoidal Salmonella or Hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal Salmonella, or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Georgia Food Service Rules and Regulations Chapter 511-6-1** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the Health Authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____

EMPLOYEE ILLNESS QUICK DECISION GUIDE FOR FOOD ESTABLISHMENT PERSON-IN-CHARGE (PIC)

APPLIES TO NON HIGHLY SUSCEPTIBLE POPULATION (HSP)
ESTABLISHMENTS ONLY

This quick decision guide is based on the employee health requirements of the 2013 Food Code and can be used by the PIC to determine what actions must be taken in order to prevent the spread of foodborne illness from infected food workers to the food, working environment and other employees. Additional requirements and detailed decision trees and tables can be found in Annex 3 of the 2013 Food code (Section 2-201.11 and 2-201.12).

IF AN EMPLOYEE HAS SYMPTOMS OF:	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION (Refer to Table 1a)
Vomiting	Exclude	After 24 hours without symptoms
Diarrhea	Exclude	After 24 hours without symptoms
Jaundice (yellowing of eyes or skin)	Exclude <u>AND</u> report to the RA	RA Approval required
Sore Throat <u>with</u> Fever	Restrict	Doctor's note stating they have: 1. received antibiotics, 2. had > 1 negative throat culture, <u>OR</u> 3. is free of Strep throat
Infected wound or boil	Restrict	When wound is covered or healed
IF AN EMPLOYEE HAS BEEN DIAGNOSED WITH (<u>AND</u> has vomiting and/or diarrhea):	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION (Refer to Table 1b)
Hepatitis A	Exclude if vomiting and/or diarrhea within the past 14 days or jaundice within the past 7 days <u>AND</u> report to the RA	RA approval required
Typhoid Fever (caused by Salmonella Typhi)	Exclude <u>AND</u> report to the RA	
Shiga toxin-producing Escherichia coli (STEC)		
Norovirus		
Shigella		
Salmonella (nontyphoidal Salmonella)		
IF AN EMPLOYEE HAS BEEN DIAGNOSED WITH (<u>AND</u> had vomiting and/or diarrhea - resolved symptoms):	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION (Refer to Table 2)
Hepatitis A	Exclude if vomiting and/or diarrhea within the past 14 days or jaundice within the past 7 days <u>AND</u> report to the RA	RA approval required
Typhoid Fever (caused by Salmonella Typhi)	Exclude <u>AND</u> report to the RA	
Shiga toxin-producing Escherichia coli (STEC)	Restrict <u>AND</u> report to the RA	
Norovirus		
Shigella		
Salmonella (nontyphoidal Salmonella)		
IF AN EMPLOYEE HAS BEEN DIAGNOSED WITH (<u>AND</u> never developed symptoms):	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION (Refer to Table 3)
Hepatitis A	Exclude <u>AND</u> report to the RA	RA approval Required
Typhoid Fever (caused by Salmonella Typhi)	Restrict <u>AND</u> report to the RA	
Shiga toxin-producing Escherichia coli (STEC)		
Norovirus		
Shigella		
Salmonella (nontyphoidal Salmonella)		
IF AN EMPLOYEE HAS BEEN EXPOSED* TO SOMEONE DIAGNOSED WITH (employee with NO symptoms or diagnosis)	PERSON-IN-CHARGE TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK OR OFF RESTRICTION (Refer to Table 4)
Hepatitis A	Educate food employees on symptoms to watch for, ensure compliance with good personal hygiene, handwashing, and no bare hand contact with ready to eat foods	Not applicable: Employees not required to be excluded or restricted
Typhoid Fever (Salmonella Typhi)		
Shiga toxin-producing Escherichia coli (STEC)		
Norovirus		
Shigella	No action required	
Salmonella (nontyphoidal Salmonella)		

*Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual diagnosed with an illness caused by one of the 6 reportable diseases

Key:

- **Highly susceptible populations (HSP):** Such as hospitals and nursing homes, assisted living facilities, child or adult day care centers, etc.
- **RA:** Regulatory Authority/Health Authority
- **Exclude:** Person may not work as a food employee or enter the food establishment as an employee.
- **Restrict:** Food employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

Cleaning and Disinfecting Body Fluid Spills

PURPOSE: This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

PROCEDURES:

1. Contain the affected area
 - Discontinue foodservice operations if spill occurred in food preparation or service areas.
 - Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
 - Send sick staff and students to the school clinic/nurse for assistance.
 - Exclude (i.e., send home) foodservice employees with symptoms of vomiting or diarrhea from foodservice operations.
 - Allow only foodservice employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
2. Retrieve a Body Fluid Cleanup Kit.
3. Put on personal protective equipment (PPE), including:
 - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
 - Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
 - A disposable gown or apron, and disposable shoe covers.
 - A face mask with eye protection, or goggles.
4. Remove visible body fluid
 - Pour sand, or liquid spill absorbent material, on body fluid spill.
 - Use a disposable scoop, or equivalent, and disposable paper towels to remove the sand and body fluid from the affected surfaces.

- Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

5. Clean the affected area

- Put on new disposable gloves. Consider double gloving.
- Clean the affected area with soap and water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids. **Before disinfecting, all surfaces should be thoroughly cleaned (i.e., not visibly soiled).**
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

6. Disinfect the affected area

- Put on new disposable gloves. Consider double gloving.

Non-absorbent Surfaces (i.e., tile, stainless steel)

- Prepare a chlorine bleach disinfecting solution.*
 - Wear all PPE, including the face mask with eye protection, or goggles. Ensure that area is well ventilated (mix solution outdoors if necessary).
 - Prepare solution immediately before applying it to surfaces using unscented, household bleach (5.25% concentration) and water. Once opened, household bleaches lose their effectiveness after 30 days. Use a new, unopened bottle of bleach every 30 days for preparing solutions.
 - Mix between 5 tablespoons and 25 tablespoons (1.5 cups) of bleach with 1 gallon of water (solution concentration of 1000 – 5000 parts per million (ppm)) in a bucket designated for chemical use. It is recommended that 1.5 cups of bleach per 1 gallon of water be used on surfaces that have had direct contact with body fluids.
 - Transfer solution to a spray bottle.
- Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
 - For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
 - Use in a well-ventilated area.

- Disinfect high touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
- Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another EPA-approved disinfectant is used, follow the manufacturer's instructions.
- Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
- Allow surfaces to air dry.
- Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.
- Put on new disposable gloves. Consider double gloving.
- Dispose of paper towels in a plastic garbage bag.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

* EPA-approved disinfectants effective against norovirus may be used instead of chlorine bleach.

Absorbent Surfaces (i.e., carpet, upholstery, cloth)

- Disinfect with a chemical disinfectant when possible.
- Steam clean for a minimum of 5 minutes at 170°F.
- Launder in a mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
- Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

7. Discard potentially contaminated food.

- Put on new disposable gloves. Consider double gloving.
- Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
 - For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.
 - Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.
- Remove gloves. Dispose of gloves in a plastic garbage bag.
- Wash hands.

8. Dispose of PPE, and cleaning and disinfecting materials.

- Put on new disposable gloves. Consider double gloving.

- Securely tie garbage bags containing all materials disposed of in steps 4 - 7.
 - Place garbage bags in a second garbage bag (double bag).
 - Clean all non-disposable items (bucket, mop handle, etc) with soap and water; then disinfect. Allow these items to air dry.
 - Remove PPE, including disposable gloves, and place in second garbage bag.
 - Securely tie the second garbage bag.
 - Discard the bag(s) in the disposal area identified by school officials.
 - Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.
9. Wash hands, arms and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP, and food contact surfaces that contained food discarded in step 7 of this SOP. Refer to the Food Safety SOP *Cleaning and Sanitizing Food Contact Surfaces*.
11. Restock the contents of the Body Fluid Cleanup Kit.
12. Complete an incident report.

MONITORING:

The foodservice manager will:

1. Ensure that the Body Fluid Cleanup Kit is properly assembled at all times.
2. Ensure that at least one foodservice employee per shift is:
 - Designated and trained to implement this SOP, and
 - Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure that foodservice employees are:
 - Educated on illnesses and symptoms that must be reported to managers.
 - Monitored for signs and symptoms of illness.

CORRECTIVE ACTION:

The foodservice manager will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated foodservice employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Restrict or exclude ill foodservice employees in accordance with SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of one year.
3. Document training sessions for foodservice employees on applicable SOPs using an Employee Food Safety Training Record.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Assembling a Body Fluid Cleanup Kit

PURPOSE: To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

PROCEDURES:

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
 - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
 - Waterproof container sufficient in size to store personal protective and cleaning equipment
 - Personal protective equipment (PPE):
 - o Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
 - o Disposable gown or apron, and shoe covers
 - o Face mask with eye protection, or goggles
 - Cleaning supplies:
 - o Sand, or liquid spill absorbent material
 - o Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
 - o Plastic garbage bags and twist-ties
 - o Liquid soap
 - o Disposable paper towels
 - o Disposable mop head
 - Disinfecting supplies:
 - o Bucket designated for chemical use
 - o Spray bottle
 - o Household bleach (5.25% concentration, unscented)⁺
 - o Measuring spoon (tablespoon) and cup (1/2 cup)
 - o Disposable paper towels
 - o Disposable mop head
 - o Plastic garbage bags and twist-ties

⁺ CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. However, EPA-approved disinfectants effective against norovirus may be used instead of chlorine bleach solutions.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP: *
 - Place the following supplies into a waterproof container:
 - o Twelve (12) pairs of disposable, non-latex gloves
 - o One (1) disposable gown or apron
 - o One (1) pair of disposable shoe covers
 - o One (1) face mask with eye protection, or goggles
 - o One (1) package of disposable paper towels
 - o Two (2) disposable mop heads
 - o One (1) disposable flat-edge scoop, or equivalent
 - o Two (2) dry cups of sand, or liquid spill absorbent material
 - o Four (4) Plastic garbage bags and twist-ties

- o Procedures for use of the Body Fluid Cleanup Kit.

- Seal the waterproof container with a lid and label with the date.

* Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.

3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA- approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train foodservice employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

MONITORING:

The foodservice manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. Foodservice employees are trained to properly use:
 - PPE, and
 - Body Fluid Cleanup Kit.

CORRECTIVE ACTION:

The foodservice manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain foodservice employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate foodservice employees in how to properly use PPE and the Body Fluid Cleanup Kit.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for foodservice employees in proper use of PPE and the Body Fluid Cleanup Kit using an Employee Food Safety Training Record.

APPROVED BY: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

REVISED BY: _____ **DATE:** _____

Summary of Corrective Actions for HACCP-Based SOPs

SOP	Corrective Action
<p>Cleaning and Sanitizing Food Contact Surfaces</p>	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 sanitizer concentration is achieved. 4. In a dishmachine: <ul style="list-style-type: none"> • Drain and refill the machine periodically and as needed to keep the water clean. • Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. • For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available. • For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Controlling Time and Temperature During Preparation	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.
Cooking Critical	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling Critical	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is: <ul style="list-style-type: none"> • Above 70 °F and 2 hours or less into the cooling process; and • Above 41 °F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: <ul style="list-style-type: none"> • Above 70 °F and more than 2 hours into the cooling process; or • Above 41 °F and more than 6 hours into the cooling process. 3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process. 4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
Date Marking Ready-to-Eat TCS Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
Employee Health Policy	To be determined by school officials and State or local health department.
Handling A Food Recall	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification. 5. Conform to the recall notice using the following steps:

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Handling A Food Recall, continued	<ul style="list-style-type: none"> • Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall. • Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs. • Complete and maintain all required documentation related to the recall including: <ul style="list-style-type: none"> • Recall notice • Records of how food product was returned or destroyed • Reimbursable costs • Public notice and media communications
Holding Hot and Cold TC Foods <div style="background-color: #e0e0e0; padding: 2px; display: inline-block;">Critical</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods: <ul style="list-style-type: none"> • Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. • Discard the food if it cannot be determined how long the food temperature was below 135 °F. 3. For cold foods: <ul style="list-style-type: none"> • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours: <ul style="list-style-type: none"> • Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler. • Use a quick-chill unit like a blast chiller. • Stir the food in a container placed in an ice water bath. • Add ice as an ingredient. • Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable 5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following this procedure. 2. Discard affected food.
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove and discard contaminated food. 3. Demonstrate to customers how to properly use utensils. 4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.
Preventing Cross-Contamination during Storage and Preparation	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Separate foods found improperly stored. 3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.
Receiving Deliveries	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reject the following: <ul style="list-style-type: none"> • Frozen foods with signs of previous thawing • Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust • Punctured packages • Foods with out-dated expiration dates • Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy
Reheating TCS Foods Critical	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue reheating and heating food if the internal temperature does not reach the required temperature.
Serving Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Replace improperly handled plates, cups, or utensils. 3. Discard ready-to-eat food that has been touched with bare hands. 4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, TCS Foods; Cooling TCS Foods; and Holding Hot and Cold TCS Foods 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"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue heating or chilling food carrier if the proper air temperature is not reached. 3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating TCS Foods SOP. 4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling TCS Foods SOP for the proper procedures to follow when cooling food. 5. Discard foods held in the danger zone for greater than 4 hours.
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated. 5. Retrain employees who are using or calibrating food thermometers improperly.
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands.
Using Time Alone as a Public Health Control Critical	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.
Washing Fruits and Vegetables	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove unwashed fruits and vegetables service and washed immediately before being served. 3. Label and date fresh cut fruits and vegetables. 4. Discard cut melons held after 7 days.

Summary of Corrective Actions for HACCP-Based SOPs, continued

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

Non-TCS Foods
Menu items that do not fall within Process 1, 2, or 3

Directions: Review the menu items and identify those that are ready-to-eat and are not Time/Temperature Control for Safety (TCS) foods. By placing the identified menu items in this chart, it is indicating that these foods do not require processing or cold storage.

Menu Item	Controlling Hazards for Non-TCS Foods
Ex. Poptarts, muffins, NutriGrain bars	SOPs: <ul style="list-style-type: none"> • Personal Hygiene • Proper storage of food

