

# Waynesboro School District



# HACCP Food Safety Program

## **Food Safety Plan for Waynesboro Area School District**

This program was developed August of 2006, by Mike Embly, Food Service Director for the Waynesboro Area School District and is intended for use at all schools. The program follows the USDA guidance on developing a food safety program based on the Principles of HACCP. All standards in this plan are based on the **2003 PA Food Code**.



**DATE IMPLEMENTED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVIEWED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

### **Standard Operating Procedures (SOPs)**

The Waynesboro Area School District food safety SOPs include specific requirements from the local health department. Employees will be trained and receive a copy of food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

### **Monitoring**

The Waynesboro Area School District will monitor food safety practices by visually inspecting and documenting time and temperature in accordance to the food safety standard operating procedure. Monitoring will be a constant consideration.

Employees and substitute staff will be trained on Monitoring. Monitoring activities may be included in the standard operating procedure and specific monitoring activities will be identified in this food safety plan.

### **Corrective Actions**

The Waynesboro Area School District will be responsible for developing pre-determined corrective actions for most deviations from control measures including cooking, cooling, cold-holding, hot-holding, reheating and standard operating procedures. Corrective actions will be reviewed and updated a minimum of 1 time each year. Food Service Staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing standard operating procedures.

Employees and substitute staff will be trained on a continuous basis to take corrective actions when necessary. Corrective actions may be included in the standard operating procedures and specific corrective actions will be identified in this food safety plan.

### **Record Keeping**

The Waynesboro Area School District will be responsible for record keeping as indicated in the standard operating procedure or as they are assigned. The Food Service Manager will be responsible for ensuring records are being maintained and stored in the proper location. All pertinent information for cooking, cooling, cold-holding, hot-holding, reheating, time and temperature will be kept on clip boards in the kitchen for ease of use. All applicable forms for daily record keeping will be replaced on a weekly basis or sooner, if necessary. In the case of weekly records, forms will be replaced as needed. All completed forms will be kept on file in the foodservice office for a minimum of 3 years. Employees and substitute staff will be trained on record keeping. Record keeping procedures may be outlined in the standard operating procedures and specific records will be identified in this food safety plan.

### **Reviewing**

The Waynesboro Area School District school nutrition unit will review the food safety plan a minimum of once a year. The plan will be reviewed for effectiveness by the Food Service Director. Revisions will be dated and signed by the Food Service Director. Employees and substitute staff will be trained on a regular basis on the changes or modifications to the food safety program. A training log will be kept on file for a minimum of 1 year.

# Standard Operating Procedures

1. Personal Hygiene
2. Hand Washing
3. Receiving Deliveries
4. Using and Calibrating Thermometers
5. Cooking Potentially Hazardous Foods
6. Holding Hot and Cold Potentially Hazardous Foods
7. Cooling Potentially Hazardous Foods
8. Reheating Potentially Hazardous Foods
9. Washing Fruits and Vegetables
10. Date Marking Ready-To-Eat, Potentially Hazardous Food
11. Transporting Food to Remote Sites
12. Cleaning and Sanitizing Food Contact Surfaces
13. Storing and Using Poisonous or Toxic Chemicals

## Personal Hygiene and Dress Code

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

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

**Key Words:** Personal Hygiene, Cross-Contamination, Contamination

### Instructions:

1. Train foodservice employees on the employee dress code and on practicing good personal hygiene.
2. Report to work in good health, clean, and dressed in clean attire.
3. Wash hands properly, frequently, and at the appropriate times (see SOP for Handwashing procedures).
4. 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.
5. Employees wear hair restraints (Hairnet or WASD Hat). Must completely cover All hair including bangs. Pony tails must be secured and tucked up in a hat or covered by a hairnet.
6. Employees eat and drink only in designated break areas. Drinks must be covered with a secure lid. Eating is not permitted in any food service area.
7. Employees do not touch hair, hair restraints, clothes or skin (without afterward thoroughly washing hands and exposed parts of arms).
8. Employees wash hands using warm-hot water and a 20-second scrub with soap before beginning to work, and after touching anything that might be a source of contamination (telephone, raw food, smoking, eating, drinking, chewing gum or tobacco, sneezing, coughing, using the toilet, handling trash or garbage, touching head, hair or face).
9. **WEAR** good supportive shoes with closed toe. Preferably mostly white with slip proof soles. Heals on platform/clog or any type of shoes must not be more than 2”
10. **WEAR** an apron during food preparation (a must) and cleanup. A clean apron can be worn on the serving line but must not be the same one used for food preparation.

11. **WEAR** loose fitting white pants or shorts. Shorts must not be more than 2” above the knee.
12. **WEAR** a WASD Food Service T-shirt or Polo each day. A plain colored sweatshirt or sweater may be worn over your WASD Food Service shirt.  
  
**NOTE:** Fridays or the last work day of the week is casual day. Employees can wear casual clothing (Jeans included) but must follow all other dress code rules.
13. **WEAR** WASD ID Badge at all times when on school property.
14. **NOT WEAR** cut off shorts or shirts.
15. **NOT WEAR** tank tops
16. **NOT WEAR** jewelry other than post earrings (only those that are flat to your ear) and wedding bands and or engagement ring. If you wear a wedding band and or engagement ring a protective glove must be worn at **ALL times**.
17. **NOT WEAR** false nails or nail polish unless wearing a protective glove at **ALL TIMES**

### **Monitoring:**

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

### **Corrective Action:**

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

### **Verification and Record Keeping:**

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice Director will conduct monthly inspections to verify this SOP is being followed.

## 2 Hand Washing

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

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

**Keywords:** Handwashing, Cross-Contamination

### Instructions:

1. Train any individual that prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. **Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.**
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
  - Before starting work
  - During food preparation
  - When moving from one food preparation area to another
  - Before putting on or changing gloves
  - After using the toilet
  - After sneezing, coughing, or using a handkerchief or tissue
  - After touching hair, face, or body
  - After smoking, eating, drinking, or chewing gum or tobacco
  - After handling raw meats, poultry, or fish
  - After any clean up activity such as sweeping, mopping, or wiping counters
  - After touching dirty dishes, equipment, or utensils
  - After handling trash
  - After handling money
  - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
  - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
  - Dry hands and forearms thoroughly with single-use paper towels.

**Monitoring:**

Food Service Manager will visually observe the handwashing practices of the foodservice staff during all hours of operation. In addition, the manager will visually observe that handwashing sinks are properly supplied during all hours of operation.

**Corrective Action:**

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

**Verification and Record Keeping:**

The foodservice manager will ensure all aspects of hand washing SOP are being followed. Food Service Director will conduct monthly inspections of all facilities.

## Receiving Deliveries

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

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

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

### Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Keep receiving area clean and well lighted.
5. Do not touch ready-to-eat foods with bare hands.
6. Compare delivery invoice against products ordered and products delivered.
7. Transfer foods to their appropriate locations as quickly as possible.

### Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
3. Check the temperature of refrigerated foods.
  - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 40 °F or below. The temperature of milk should be 40 °F or below.
  - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 40 °F, it may be necessary to take the internal temperature before accepting the product.
4. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
5. Check the integrity of food packaging. Reject foods that are damaged.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
7. \*\*If a delivery is made (milk) when someone is not available to check-in the delivery, an inspection must be done first thing when arriving before serving any product.

**\*\*Temperatures can also be taken using infrared thermometer\*\***

### **Corrective Action:**

1. Reject the following:
  - a. Frozen foods with signs of previous thawing
  - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
  - c. Punctured packages
  - d. Expired foods
  - e. Foods that are out of safe temperature zone

**\*\*If a product is rejected the invoice and actual case must be marked REJECTED\*\***

### **Verification and Record Keeping:**

Record the temperature of refrigerated and frozen foods on the purchase order (or directly on invoice) and staple to the delivery invoice to be sent to Clayton Avenue. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift. Delivery invoices and purchase orders are kept on file at central office for a minimum of 1 year.

## 4

# 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 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, nuggets, hot dogs, and sausage patties, must be taken by stacking the product and ensuring the dimple at the end of the thermometer is inserted completely into product .
  - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
3. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
4. Clean and sanitize food thermometers before each use.
5. Store food thermometers in a designated container of sanitizer solution. **NEVER** store thermometers on counters. At the end of each day, clean and sanitize thermometers and store in original sleeve.

**\*\*NEVER STORE SANITIZER SOLUTION CONTAINER ON FOOD PREP TABLES\*\***

### MONITORING:

1. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
  - Insert the thermometer probe into a cup of crushed ice.
  - Add enough cold water to remove any air pockets that might remain.
  - Allow the temperature reading to stabilize before reading temperature.
  - Temperature measurement should be 32 °F ( $\pm 2$  °F) [or 0 °C ( $\pm 1$  °C)]. If not, adjust according to manufacturer's instructions.
3. 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.  
Retrain employees who are using or calibrating food thermometers improperly.

## **VERIFICATION AND RECORD KEEPING:**

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.

## 5

# Cooking Potentially Hazardous Foods

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

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

**Key Words:** Cross-Contamination, Temperatures, Cooking

**Instructions:**

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Ensure that the temperature of cooking equipment is allowed to return to the required temperature between batches. (Keep oven doors closed when not loading or unloading).
4. Cook products to the following temperatures:

<u>PRODUCT</u>	<u>TEMPERATURE</u>
Poultry, stuffing, stuffed meats, stuffed pasta	165°F for 15 seconds
Ground or flaked meats including hamburger, ground pork, flaked fish, sausage, gyros, egg dishes and injected meats	155°F for 15 seconds
Beef and pork roasts, cured pork roasts	145°F for 3 minutes
Beef steaks, veal, lamb, pork	145°F for 15 seconds
Fish	145°F for 15 seconds
Fruits and vegetables cooked for hot holding	140°F
Any potentially hazardous food cooked in a microwave oven	165°F; let food stand for 2 minutes after cooking
Pre-cooked frozen food	140°F for 15 seconds

**Monitoring:**

1. Use a clean, sanitized, and calibrated probe thermometer.
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 (usually 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:**

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

**Verification and Record Keeping:**

Foodservice employees will record time and temperature on the production record immediately after cooking. 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 the production records at the close of each day. Production records are kept on file in managers office for a minimum of 1 year.

## Holding Hot and Cold Potentially Hazardous Foods

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

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

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

### Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow local requirements regarding required hot and cold holding temperatures.
  - Hold hot foods at 141 °F or above;
  - Hold cold foods at 40 °F or below.
3. Preheat steam tables and hot boxes.

### Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
  - Verify that the air/water temperature of any unit is at 140 °F or above before use.
  - Reheat foods in accordance with the Reheating for Hot Holding SOP.
  - All hot potentially hazardous foods should be 141 °F or above before placing the food out for display or service.
  - **Take the internal temperature of food just prior to the start of serving and a second temperature at the mid-point of service..**

### **Breakfast food only requires an internal temperature to be taken just prior to service**

5. For cold foods held for service:
  - Verify that the air/water temperature of any unit is at 40 °F or below before use.
  - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
  - All cold potentially hazardous foods should be 40 °F or below before placing the food out for display or service.

- **Take the internal temperature of the food just prior to the start of serving and a second temperature at the mid-point of service.**
6. For cold foods in storage:
- Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
  - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 40 °F or below.
  - Verify that the air temperature of any cold holding unit is at 40 °F or below before use.

### **Corrective Action:**

#### ***For hot foods:***

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 141 °F. 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 141 °F.

#### ***For cold foods:***

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 40 °F.
  - 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.
  - Stir the food in a container placed in an ice water bath.
  - Separate food into smaller or thinner portions.
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 40 °F.

### **Verification and Record Keeping:**

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Food Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs first thing each morning. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. Managers are responsible to ensure proper temperature charts are posted. When closing the kitchen in June enough temperature logs must be displayed for the entire summer. It will be the responsibility of the head custodian to ensure temperatures are taken and documented on days when no meal is being served including weekends and holidays. The kitchen manager must report to the food service office when temperatures are not being documented on such days. Maintain the temperature logs in managers office for a minimum of 1 year.

**\*\*Head custodians are responsible to ensure weekend and holiday temperatures are being taken and recorded for coolers and freezers. It is the responsibility of each kitchen manager to ensure proper temperature sheets are provided and to communicate to the food service director if such temperatures are not being recorded.**

## Cooling Potentially Hazardous Foods

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

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

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

### Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
  - Place food in cool, 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.
  - Stir the food in a container placed in an ice water bath.
  - Separate food into smaller or thinner portions.
  - Pre-chill ingredients and containers used for making bulk items such as salads.
5. Chill cooked, hot food from:
  - 140 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 140 °F to 70 °F within 2 hours.
  - 70 °F to 40 °F or below in remaining time. The total cooling process from 140 °F to 40 °F may not exceed six hours. Take corrective action immediately if food is not chilled from 140 °F to 40 °F within the 6-hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 40 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 40 °F within 4 hours.

### Monitoring:

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

### **Corrective Action:**

1. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
  - Above 70 °F and 2 hours or less into the cooling process; and
  - Above 40 °F and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
  - Above 70 °F and more than 2 hours into the cooling process; or
  - Above 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 40 °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. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing the temperature log each working day. Maintain the Cooling Temperature Logs for a minimum of 1 year.

## Reheating Potentially Hazardous Foods

**PURPOSE:** To prevent food borne 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. Heat processed, ready-to-eat foods from a package or can, such as canned green beans or pre-packaged breakfast burritos, to an internal temperature of at least 141 °F for 15 seconds for hot holding.
3. 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
4. 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 141 °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
5. Reheat all foods rapidly. The total time the temperature of the food is between 40 °F and 165 °F may not exceed 2 hours.
6. 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.

### 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, and temperature and any corrective action taken on the production record. Product should be marked “Leftover” on the production record. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing production records at the close of each day. Production Records are kept on file for a minimum of 1 year.

## Washing Fruits and Vegetables

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

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

**Keywords:** Fruits, Vegetables, Cross-Contamination, Washing

### Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
  - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
  - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items as per date marking SOP.
10. Serve cut melons within 7 days if held at 40 °F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).

### Monitoring:

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

### Corrective Action:

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

### Verification and Record Keeping:

The foodservice manager will ensure all procedures are being followed. Food Service Director will conduct monthly inspections of the facility to ensure proper procedures are being followed.

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

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

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

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

### Instructions:

1. Train employees of date marking system. Include a label with the product name, the date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:

\*\*Use masking tape

Monday 8/28/06 CUT CANTALOUPE 8 AM

Monday 8/28/06 CHILI COOKED

2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 40° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
  - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1/05."
  - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen – 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.

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

**Monitoring:**

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

**Corrective Action:**

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

**Verification and Record Keeping:**

Food Service Manager will verify that foods are being properly dated

## Transporting Food to Remote Sites (Day Care or Other Schools)

**PURPOSE:** To prevent food borne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

**SCOPE:** This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens).

**KEY WORDS:** Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

### INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Keep frozen foods frozen during transportation.
  - Maintain the temperature of refrigerated, potentially hazardous foods at 40 °F or below and cooked foods that are transported hot at 141 °F or above.
3. Use only food carriers for transporting food approved by the state or local health department.
4. Prepare the food carrier before use.
  - Ensure that all surfaces of the food carrier are clean.
  - Wash, rinse, and sanitize the interior surfaces.
  - Ensure that the food carrier is designed to maintain cold food temperatures at 40 °F and hot food temperatures at 140 °F or above.
  - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
5. Store food in containers suitable for transportation. Containers should be:
  - Rigid and sectioned so that foods do not mix
  - Tightly closed to retain the proper food temperature
  - Nonporous to avoid leakage
  - Easy-to-clean or disposable
  - Approved to hold food.
6. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
7. Follow Receiving Deliveries SOP when food arrives at remote site.

### MONITORING:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

## **CORRECTIVE ACTION:**

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 140 °F. Refer to the Reheating Potentially Hazardous Foods SOP.
3. Cool food to 40 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 40 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
4. Discard foods held in the danger zone for greater than 4 hours.

## **VERIFICATION AND RECORD KEEPING:**

Before transporting food to remote sites, foodservice employees will record food product name, time, internal temperatures, and any corrective action taken on the Temperature Log. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and the Temperature Log daily. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift.

## 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 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.
3. 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
4. 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.
5. 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 strip.
6. If a dish machine is used:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

## **MONITORING:**

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
3. In a dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Temperature readings must be taken prior to using the dish machine on a daily basis.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.

## **CORRECTIVE ACTION:**

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

## **VERIFICATION AND RECORD KEEPING:**

The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift. The Dishwashing Temperature Inspection Log will be kept for a minimum of one year in the managers office.

**\*\*Never mix detergent and sanitizer\*\***

**\*\*Store all sanitizer and detergent buckets UNDER work tables and counters\*\***

## Storing and Using Poisonous or Toxic Chemicals

**Purpose:** To prevent foodborne illness by chemical contamination.

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

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

### Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces.
5. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
6. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
7. Do not use chemical containers for storing food or water.
8. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
9. 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.
10. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
11. Follow State and local public health requirements.

### Monitoring:

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

### Corrective Action:

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

### Verification and Record Keeping:

Foodservice employees will record the name of any 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. Maintain Damaged and Discarded Product Logs for a minimum of 1 year.