Standard Operating Procedure (SOP)

Returned Food and Re-service of Food/Share Tables

PURPOSE: To provide clarification on types of foods and procedures to use for foods, not consumed by the original student customer.

SCOPE: This Kansas Department of Agriculture (KDA) approved procedure applies to child nutrition programs that allow specific foods to be returned to a “share table” as part of initiatives to reduce waste in child nutrition programs.

KEY WORDS:Returned foods, re-service, share table, waiver, cross-contamination

INSTRUCTIONS:

The 2012 Kansas Food Code regulation states:

**3-306.14 Returned Food and Re-Service of Food.\***

**(A) Except as specified in (B) of this section, after being served or sold and in the possession of a CONSUMER, FOOD that is unused or returned by the CONSUMER may not be offered as FOOD for human consumption.**

**(B) Except as specified under 3-801 .11(G), a container of FOOD that is not POTENTIALLY HAZARDOUS may be RE-SERVED from one CONSUMER to another if:**

**(1) The FOOD is dispensed so that it is protected from contamination and the container is closed between uses, such as a narrow-neck bottle containing catsup or steak sauce**

**(2) The FOOD, such as crackers, salt, or pepper, is in an unopened original PACKAGE and is maintained in sound condition.**

**\*"Re-service" means the transfer of food that is unused and returned by a consumer after being served or sold and in the possession of the consumer, to another person.**

A “share table” can reduce the amount of waste and is especially helpful in programs with no option for students to choose the components in their meal. A “share table” may be used for unopened packaged food items that students do not consume.

1. Share tables must follow safe food handling procedures and follow health regulations.
2. Share table items are discarded at the end of their safe food expiration.
3. Students who wish more to eat may take food from the share table to eat on-site.
4. Adults may not consume foods or beverages from the share table.
5. Share table foods may be returned to appropriate storage and served to students on the share table at another meal, or may be given to school personnel to serve to students at school.
6. Food or beverage items left on the share table may be returned to appropriate storage, served to students and claimed for reimbursement during another meal (USDA SP 41-2016)
7. Share table foods may be returned to appropriate storage and donated to charitable institutions, food banks, and government-supported facilities, such as correctional facilities, child welfare facilities, homes for senior populations, institutions for the physically or mentally ill, or similar qualifying institutions.

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1. Re-service (sharing) of unopened ½ pints of milk, unopened individual containers of yogurt, and individual packages of string cheese is permitted by KDA if the following criteria are met:
2. Within 30 minutes after an unopened container or unopened package of a Process 1 food is placed on the share table, the container or package shall be :
	* Served to another student as seconds with their meal.
	* Placed on ice for other students to consume later in that serving period.
	* Placed in refrigeration separate from unserved products, and marked in some way (such as “R” or a slash mark) to designate that they are the returned product.
	* Unopened ½ pints of milk, unopened individual containers of yogurt, and individual packages of string cheese can be returned to appropriate storage and used for cooking purposes, and/or may be served and claimed for reimbursement during another meal service and/or donated to a recognized charitable organization.
3. Returned unopened products shall not be intermixed with fresh products in storage.
4. Expiration date of returned products shall be monitored and product discarded when expiration date is reached.
5. The “share table” can also include food items that do not require time and temperature controls for safety and are prepackaged or wrapped in some way to prevent cross-contamination. Examples include fresh fruit with a nonedible peel, individually wrapped and washed fresh fruit with an edible peel, or wrapped whole grain cookies.
6. Students with allergies should not take food from the Child Nutrition Program “share table.” It is the responsibility of the student to not trade food with others and not consume anything with unknown ingredients. This includes foods available from the “share table” in the Child Nutrition Program since they may contain ingredients with an allergen or may have been handled by another student who had contact with an allergen. Students should be proactive in the care and management of their food allergies based on their developmental level.  If the student is elementary school age or is unable to manage his/her own decision making, it is the responsibility of those supervising the students in the cafeteria.

MONITORING:

A supervisor or other designated employee will visually observe to ensure that food from the share table or any returned food approved for re-service is being handled and re-served correctly.

CORRECTIVE ACTION:

Retrain any food service employee found not following the procedures in this SOP. Do not re-serve any food item that has not been handled properly. Ensure food that is set aside for re-service meets the proper criteria and is served to students.

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VERIFICATION and RECORD KEEPING:

School nutrition program personnel will identify what food can be safely shared or set aside for re-service. The supervisor or other designated employee will verify that proper procedures for handling returned foods are being followed and that potentially hazardous cold foods that require time and temperature control for safety (Process 1 foods) are held at 41 °F or colder.

**Date Implemented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**