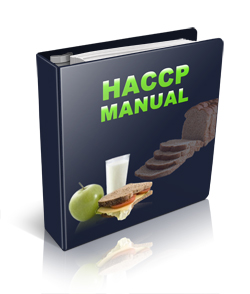
HACCP Food Safety Plan

for

Sponsor Number:

Sponsor Name:

**School/Facility:**



Date This Plan is Effective:

**HACCP Food Safety Plan**

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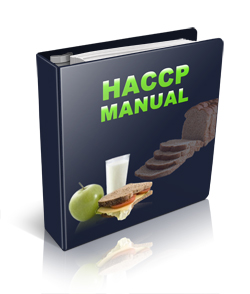
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# Description of HACCP Food Safety Plan

Development date:

Development team:

This HACCP (Hazard Analysis Critical Control Point) Food Safety Plan follows the USDA guidance on developing a food safety plan based on the Process Approach to HACCP.

All standards in this HACCP Food Safety Plan are in accordance with the current Kansas Food Code.

Minimum cooking temperatures used are those required by Kansas State Department of Education, Child Nutrition & Wellness and Kansas Department of Agriculture, Food Safety & Lodging.

**Key: SOP Instructions in bold are required by the Kansas Food Code, USDA, and/or by KSDE for thorough implementation of HACCP. All other SOP Instructions are strongly recommended but are not required.**

# Description of Sponsor and School/Facility

1. Name of Sponsor (USD, Private School, or Residential Center):

2. Name of Site:

3. Name and Title of Lead Food Service Employee for this Site:

4. Type of Site:

Base Kitchen: This site prepares food for itself and other attendance centers.

Central Kitchen: This site prepares food but does not usually serve the food

on-site.

Self-Contained Kitchen: This site does its own food service preparation.

Transported in from Base Kitchen: This site has meals transported in from a

base kitchen.

Transported in from Central Kitchen: This site has meals transported in from

a central kitchen.

Walk Over: This site sends its students to a food service site.

Milk Only: This site participates in only the Special Milk Program.

Receives Pre-Plated Meals: This site receives pre-plated meals from a base

kitchen.

5. Average Daily Program Participation:

      Breakfast

      Lunch

      Afterschool Snack Program Snacks

      At-Risk Afterschool Snack Program Snacks

      At-Risk Afterschool Snack Program Suppers

      Fresh Fruit & Vegetable Program

      Special Milk Program

6. Number of Food Service Employees at this Site:

      Full time

      Part-time

      Substitutes  specifically for this site  shared with other sites

      Students & Volunteers

# SECTION 1: Standard Operating Procedures

**The following Standard Operating Procedures have been adapted by Child Nutrition & Wellness, Kansas State Department of Education (KSDE) for use in Kansas schools.**

**Category Reference Number and Title Page No**

**Multiple**

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# SOP 1 - Washing Hands

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

**SCOPE:**  This procedure applies to food service employees and all other individuals who handle food and/or who come in contact with food service equipment and other food-contact surfaces in the cafeteria, kitchen, and/or dishroom.

**KEYWORDS:**  Handwashing, Cross-Contamination

**INSTRUCTIONS:**

1. Train food service employees and all other individuals who handle food and/or who come in contact with food service equipment and other food-contact surfaces in the cafeteria, kitchen, and/or dishroom on proper handwashing. Training may include viewing a handwashing video, a demonstration of proper handwashing procedures, or other effective training tools.
2. **A sign or poster that notifies food employees to wash their hands shall be provided at all handwashing sinks used by food employees and shall be clearly visible to food employees.** Post handwashing signs or posters in a language understood by all food service staff near all handwashing sinks, in food preparation areas, and restrooms.
3. **Food employees shall wash their hands only in a handwashing sink or approved automatic handwashing facility.** Do not use food preparation, utility, or dishwashing sinks for handwashing.
4. **Provide clean running water at a temperature of at least 100oF**, **cleaning compound** (soap), **and single-use paper towels, warm air hand dryer, or a hand drying device that employs an air-knife system that delivers high velocity, pressurized air at ambient temperatures. If paper towels are used, 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 and exposed portions of arms for at least 20 seconds:**
   * **Immediately before starting work.**
   * **During food preparation as needed to remove soil and contamination and to prevent cross-contamination when changing tasks.**
   * **Before putting on or changing gloves.**
   * **After using the toilet room.**
   * **After sneezing, coughing, or using a handkerchief or tissue.**
   * **After touching hair, face, or body.**
   * **After using tobacco, eating, drinking, or** chewing gum**.**
   * **After switching between working with raw food and working with ready-to-eat foods.**
   * **After doing or touching anything that may contaminate the hands, including but not limited to the following:**
     + **Clean up activities such as sweeping, mopping, or wiping counters.**
     + **Touching equipment, dishes, or utensils that have not been cleaned and sanitized.**
     + **Handling trash, money, or chemicals.**
     + **Answering the telephone.**
     + **Checking in deliveries.**

**SOP 1 - Washing Hands, continued**

1. **Follow proper handwashing procedures as indicated below:**
   * **Wet hands and forearms with running water at a temperature of at least 100oF** **and apply cleaning compound** (soap)**.**
   * **Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.**
   * **Rinse thoroughly under clean running water until all soap has been removed** (about 5-10 more seconds for a total of 20 seconds).
   * **Dry hands and forearms thoroughly:**
   * **With a warm air hand dryer** for at least 30 seconds**.**
   * **With single-use paper towels. Turn off water using paper towels and to open door.**
   * **With a hand drying device that employs an air-knife system that delivers high velocity, pressurized air at ambient temperatures.**
2. **If hand sanitizers (hand antiseptics) are used:**
   * **Apply after hands have been properly washed and dried.**
   * **Apply those that comply with the current Kansas Food Code.** Confirm with the manufacturer or local health inspector that hand sanitizer meets requirements.
   * **Apply in the manner specified by the manufacturer.**

**MONITORING:**

A designated employee will visually observe the handwashing practices of the food service staff during all hours of operation. In addition, the designated employee will visually observe that handwashing sinks are properly equipped 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 properly wash their hands immediately. Employee will be retrained to ensure proper handwashing procedures are followed. Contaminated food will be discarded.

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will complete the Monthly Food Safety Checklist to indicate that monitoring is being conducted as specified. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. The Monthly Food Safety Checklist and logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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

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

# SOP 2 - Using Suitable Utensils When Handling Ready-to-Eat Foods

**PURPOSE:** To prevent foodborne illness caused by hand-to-food cross-contamination.

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

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

**INSTRUCTIONS:**

1. Train food service employees how to safely handle ready-to-eat foods as specified in this SOP.
2. **Do not use bare hands to handle ready-to-eat foods (foods that will not be cooked or heated before being eaten or foods that have already been cooked and are ready to eat).**
3. **Use suitable utensils when working with ready-to-eat foods.** Suitable utensils may include:
   * Single-use gloves, approved for use in food service
   * Deli tissue
   * Foil wrap
   * Tongs, spoodles, spoons, and spatulas
4. **Single-use food gloves shall be used for only one task and discarded when damaged or soiled or when interruptions occur in the operations. Hands should be washed and gloves changed:** 
   * **Before handling ready-to-eat foods.**
   * **When a glove is torn or damaged.**
   * **When interruptions occur and/or a glove becomes soiled.** For example:
     + After sneezing, coughing, or using a handkerchief or tissue.
     + After touching hair, face, or body.
     + After smoking, eating, drinking, chewing gum, or chewing tobacco.
     + When switching between working with raw food and working with ready-to-eat foods.
     + After clean-up activities, such as sweeping, mopping, or wiping counters.
     + After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized.
     + After handling trash, money, or chemicals.
     + After answering the telephone.
     + After checking in a delivery.

5. **Use proper handwashing procedures.** Refer to the *Washing Hands* SOP.

**MONITORING:**

A supervisory or other designated employee will visually observe food service employees during all hours of operation to ensure that gloves or suitable utensils are used and changed at the appropriate times.

**SOP 2 - Using Suitable Utensils When Handling Ready-to-Eat Foods, continued**

**CORRECTIVE ACTION:**

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

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Monthly Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the logs. Both the checklist and the logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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

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# SOP 3 - Personal Hygiene

**PURPOSE:** To prevent contamination of food caused by food service employees.

**SCOPE:** This procedure applies to everyone responsible for handling, preparing, or serving food.

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

**INSTRUCTIONS:**

1. Train those responsible for handling, preparing, and serving food to follow good personal hygiene practices as described in this SOP.
2. **Report to work in good health. Employees working with a highly susceptible population and experiencing any of the following conditions must be excluded:**

* **Diarrhea**
* **Vomiting**
* **Fever**
* **Jaundice**
* **Sore throat with fever**
* **Lesion containing pus (boil or infected wound) that is open or draining and not properly protected as determined by the Kansas Food Code.**
* **Diagnosis or direct contact with Norovirus, Hepatitis A virus, *Shigella* spp., Shiga toxin-producing *Escherichia coli*, Typhoid fever (caused by *Salmonella* Typhi), or *Salmonella* (nontyphoidal).**

1. **Report to work wearing clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles.**
2. If aprons are used, change apron when it becomes soiled.
3. **Wash hands properly, frequently, and at the appropriate times. Refer to the *Washing Hands* SOP.**
4. **Keep fingernails trimmed (short), filed, and maintained so that the edges and surfaces are cleanable and not rough.**
5. **Do not wear artificial fingernails or fingernail polish when working with exposed food.**
6. **Do not wear any jewelry on arms or hands except for a plain ring with a level surface, such as a wedding band while preparing food. (Watches, medical alert bracelets, and religious bracelets may be worn in serving and dishwashing areas but not in production areas.)**
7. **Treat and bandage wounds immediately. When hands are bandaged, single-use gloves must be worn when handling all foods.**
8. **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 and a single-use glove.**

**SOP 3 - Personal Hygiene, continued**

**INSTRUCTIONS, continued:**

1. **Eat, drink, or chew gum only in designated areas where food or food contact surfaces may not become contaminated.**
2. **Do not use tobacco products in any foodservice areas** and follow school policies regarding tobacco use on school properties.
3. Taste food(s) using the following procedures:

* Place a small amount of food into a separate container.
* Step away from exposed food and food-contact surfaces.
* Use a utensil to taste the food. Place the used utensil and container in the ware washing area. The soiled utensil shall not be reused for tasting before washing and sanitizing.
* Wash hands immediately.

1. **Hairnets, clean caps, or other hair coverings designed to effectively restrain all hair are properly worn in all food preparation and service areas.**

**MONITORING:**

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

**CORRECTIVE ACTION:**

Immediately retrain any food service employee found not following this procedure. Discard any contaminated food.

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Monthly Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged or Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 4 - Storing and Using Poisonous or Toxic Chemicals

**PURPOSE:** To prevent foodborne illness caused by chemical contamination.

**SCOPE:** This procedure applies to food service employees who handle chemicals and other toxic materials in the kitchen.

**KEYWORDS:**  Chemicals, Cross-Contamination, Contamination, Safety Data Sheet

**INSTRUCTIONS:**

1. Train food service employees on the proper use and storage of chemicals, chemical test kits, medicines, and first aid supplies as specified in this SOP.
2. **Designate a location for storing all Safety Data Sheets (SDS).** A Safety Data Sheet is required for each chemical stored or used in the facility. The Safety Data Sheet for a chemical provides information on the proper dilution and use of that chemical. It also contains detailed information about the chemical such as what it looks like; whether or not it’s flammable; what protective gear is required; and how to handle emergencies associated with use of the chemical. Ensure nutrition program staff know where they are located and are familiar with how to use them as a resource.
3. **Label and date all poisonous or toxic chemicals with the common name of the substance. If chemicals are transferred to working containers, label those containers.** Examples of toxic chemicals which may be found in a kitchen include the following:

* Cleaning agents (dish soap, all-purpose cleaners, abrasive cleaners, oven cleaners)
* Metal cleaners and polishers
* Drying agents
* Sanitizers

1. **Only those poisonous or toxic materials that are required to the operation and maintenance of a food establishment, such as for the cleaning and sanitizing of equipment and utensils, for maintenance of equipment, and for the control of insects and rodents, shall be allowed in a food establishment.**
2. **A restricted use pesticide shall be applied only by a certified applicator or a person under the direct supervision of a certified applicator.**
3. **Store all chemicals in a designated secured area away from or below food and food contact surfaces using spacing or partitioning.**
4. **Mix, test, store, and use all chemicals as recommended by the manufacturer.**
5. **Chemicals used to rinse whole fruits and vegetables shall meet requirements of the Kansas Food Code.**
6. **Use the appropriate chemical test kit to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.** Ensure test strips are within their effectiveness date.
7. **A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food or food contact items.** A container previously used to store food may not be used to store, transport, or dispense a chemical.

**SOP 4 - Storing and Using Poisonous or Toxic Chemicals, continued**

1. **Use only hand sanitizers that comply with the current Kansas Food Code*.* Confirm with the manufacturer or local health inspector that the hand sanitizer used meets the requirements of the current Kansas Food Code*.***
2. **Label and store first aid supplies in a kit or container that is located away from food or food-contact surfaces.**
3. **Medicines that are in a food establishment for the employees’ use shall be labeled and located to prevent contamination of food, equipment, utensils, linens, and single-service and single-use articles. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.**

**MONITORING:**

Food service employees and supervisory employees will visually observe that chemicals, medicines, and first aid supplies are being stored, labeled, and used properly during all hours of operation. Food service employees and supervisory employees shall ensure that chemical test kits are used properly. An inspection violation can occur if test strips are not used or if the test strips are past their effectiveness date.

**CORRECTIVE ACTION:**

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Properly store medicines and first aid supplies. Train on the use of chemical test kits.

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Monthly Food Safety Checklist. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Damaged or Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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

# SOP 5 - Using and Calibrating Food 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 calibrated for accuracy.

SCOPE: This procedure applies to food service employees who receive, prepare, cook, cool, and reheat food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train food service employees on the proper procedures for using and calibrating food thermometers.
2. **Have thermometers easily accessible to food service employees during all hours of operation.**
3. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
4. Food thermometers that are not stored in an easily identifiable kitchen or service area should be labeled in some way to make them easy to track. If a certain thermometer is continually out of calibration by a significant amount, then it should be discarded.
5. **Obtain temperature measuring devices that are designed to be easily readable.**
6. **Use a food thermometer that is appropriate for the type of food being measured.**

* Infrared thermometers take the surface temperature and should be used for:
  + Frozen foods (if you choose to take their temperature)
  + Packaged foods
  + Milk cartons (to avoid wasting the liquid milk)

Some infrared thermometers come equipped with a probe thermometer which can be inserted into the center of food to get an internal temperature reading.

* A thermistor/thermocouple, digital, or thin-tipped probe thermometer, all of which have sensors at the tip, can be used for all foods but must be used for taking the temperatures of individual thin products, such as hamburgers, filets, and sausage patties.
* Bimetallic, dial-faced stem thermometers are appropriate for measuring temperatures of thick or large foods. A dimple mark located on the stem of the thermometer indicates the sensor. In the absence of a dimple mark, assure the thermometer stem is inserted in food at least 1 ½ inches above the tip.

SOP 5 - Using and Calibrating Food Thermometers, continued

**INSTRUCTIONS, continued:**

* Meat thermometers (which have a higher temperature range and may be left in food in the oven) are only appropriate for taking the temperature of cooked meats. They should not be used to take the temperature of cold foods.
* T-sticks are disposable temperature measuring devices that change color when the desired temperature is achieved. They should only be used for thin items which have a temperature requirement that matches the t-stick.

1. **Use other types of thermometers as needed to keep food safe.**

* **Use hanging and sitting thermometers as needed to check the temperature of** ovens, hot holding boxes, **refrigerators, freezers,** and dry storage areas.

1. **Clean and sanitize food thermometers before and after each use.**

* Wash probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
* Rinse probe with clean, warm water.
* Sanitize the stem and top dial of the thermometer with a designated sanitizing solution or an alcohol-based sanitizing wipe.
* Air dry to minimize the risk of re-contamination.
* Store in a clean case or sleeve.

1. **Follow manufacturer’s instructions for use of each thermometer.** In the absence of instructions, use the following instructions for stem thermometers:

* Hold the face or dial of the thermometer, not the stem.
* Insert the stem into the center or thickest part of the food. The lower 1 ½ inches (or up to the dimple/notch) of the stem of a bimetallic thermometer should be covered by the food.
  + Place the stem between two packages of frozen foods if you choose to take the temperature (frozen foods are only required to be ‘solid to the touch’) or between two cartons of milk.
* Keep the thermometer in place in the food until the temperature stabilizes.
* Read the temperature.
* Take a second temperature reading in a second location in large pots, skillets, or pans.
* Record the temperature per HACCP protocol.
* Take corrective action if needed.

1. **Food temperature measuring devices shall be calibrated in accordance with manufacturer’s specifications as necessary to ensure their accuracy. HACCP standards for schools require calibration to occur once every two weeks.** Use either the ice-point method or boiling-point method to verify the accuracy of all food thermometers used in the kitchen and service areas. Record thermometer calibrations on the Thermometer Calibration Log or other appropriate log.

SOP 5 - Using and Calibrating Food Thermometers, continued

**INSTRUCTIONS, continued:**

* To calibrate using ice-point method:
  + Insert the thermometer probe (the lower 1 ½ inches of a bimetallic stem) 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 32ºF (+ 2ºF) [or 0ºC (+ 1ºC)]. If not, calibrate to this temperature as directed below.
* To calibrate using boiling-point method:
  + Insert the thermometer probe (the lower 1 ½ inches of a bimetallic stem) into boiling water.
  + Allow the temperature reading to stabilize before reading temperature. Reading should be 212ºF (+ 2 ºF) [or 100 ºC (+ 1 ºC)]. If not, calibrate to this temperature as directed below.
* To calibrate thermometers to the correct temperatures using a:
  + Bimetallic, stemmed, 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.
  + Digital thermometer with a reset button, adjust the thermometer according to manufacturer’s instructions.
* **If an inaccurate thermometer cannot be adjusted to within + 2ºF, discontinue using and replace it.**

MONITORING:

Food service employees will check the accuracy of the food thermometers:

* Every two weeks
* If dropped
* If used to measure extreme temperatures
* Whenever accuracy is in question

Supervisory employees and food service employees will visually observe that thermometers are being used and calibrated correctly during hours of operation.

CORRECTIVE ACTION:

Retrain any food service employee found not following the procedures in this SOP. Retrain employees who are using or calibrating food thermometers improperly.

SOP 5 - Using and Calibrating Food Thermometers continued

VERIFICATION and RECORD KEEPING:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log or other appropriate log each time a thermometer is calibrated. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employees during the calibration process and while thermometers are being used. Calibration logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 6 - Preventing Cross-Contamination During Storage and Preparation

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

SCOPE: This procedure applies to food service or other employees who are responsible for receiving, storing, preparing, or serving food.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures to prevent cross-contamination during storage and preparation as described in this SOP.
2. **Wash hands properly using instructions in the *Washing Hands* SOP.**
3. **Do not touch ready-to-eat food with bare hands. Follow instructions in the *Using Suitable Utensils When Handling Ready-To-Eat Foods* SOP.**
4. **Use only** dry, **cleaned, and sanitized equipment and utensils. Follow instructions in the *Cleaning and Sanitizing Food Contact Surfaces* SOP.**
5. **Clean and sanitize utensils, knives, pans, cutting boards, and other food contact surfaces between handling of raw and cooked products.**
6. **Handle only those surfaces of equipment and utensils that will not come in direct contact with food.**
7. **Clean the exterior surfaces of food containers, such as cans and jars, before opening.**
8. **Use clean and sanitized can openers.**
9. **Do not combine two or more batches of time/temperature control for safety foods.**
10. **Separate different types of raw animal foods, such as eggs, fish, beef, pork, and poultry, from each other, except when combined in recipes.**
11. **Separate raw animal foods from ready-to-eat foods, both cooked and raw, during** receiving, **storage, preparation, holding, and service**. For example, eggs, fish, beef, and poultry should be separated from lettuce, cut melons, and luncheon meats.
12. **Store all food in covered containers or packages (except cooling food which may be left uncovered or loosely covered if protected from overhead contaminated).**
13. **Store foods safely in refrigerators and freezers to prevent cross-contamination.**

* **Cooling foods, especially if uncovered or loosely covered, should be placed on the top shelf.**
* **Store ready-to-eat foods, such as cheese, yogurt, deli meat, prepared salads, and ready-to-eat fresh fruits and vegetables, on upper shelves.** Ready-to-eat foods have no further step to reduce the level of microorganisms before service and therefore have zero barriers of protection.
* Store foods that will be washed, such as lettuce, or foods that will be heated, such as cooled leftovers, on middle shelves.
* **Store raw meats, poultry, eggs, and seafood on the lower shelves of the cooler to prevent their juices from coming into contact with other foods and causing a cross contamination incident.** Lower shelf items are cooked to high temperatures before service, and the cooking process adds a microorganism “kill step” for these foods.

SOP 6 - Preventing Cross-Contamination During Storage and Preparation, continued

**MONITORING:**

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

**CORRECTIVE ACTION:**

Retrain any food service employee found not following the procedures in this SOP. Separate foods found improperly stored. Discard ready-to-eat foods that are contaminated.

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will ensure that all employees are following these procedures by visually observing food service staff and by completing the Monthly Food Safety Checklist. Food service employees will document any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. The checklist and logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 7 - 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 food service employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS:Food-Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train food service employees who prepare or serve food or who clean areas where foods are prepared and served on the proper procedures used to clean and sanitize food-contact surfaces.
2. Follow manufacturer’s instructions regarding the use and maintenance of dishwashing 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 (i.e. sinks, tables, cutting boards, equipment, utensils, thermometers, and carts):**

* **Before each use.**
* **Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, beef, and poultry.**
* **Between uses when preparing different types of raw animal foods, such as eggs, fish, beef, and poultry.**
* **Between uses with raw fruits and vegetables and with any other time/temperature control for safety foods.**
* **Any time contamination occurs or is suspected.**

1. **Wash, rinse, and sanitize food contact surfaces (i.e. sinks, tables, cutting boards, equipment, utensils, thermometers, and carts) using the following procedure:**

* **Use a clean, dry cloth to remove any visible debris.**
* **Wash surface with detergent solution. (Start with a dry cloth or one stored in a sanitizing solution. The Kansas Food Code does not allow cloths to be stored in soapy water.)**
* **Rinse surface with clean water.**
* **Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label. (Use a separate cloth from the one used for the washing step, as soap will deactivate many sanitizers.)**
* **Place wet items in a manner to allow air drying.**

1. **Use an approved sanitizer for food contact surfaces (food preparation counters, in place equipment, etc.) in 3-compartment sinks and in dishmachines.** *Indicate which of the following sanitizers are used. Check all that apply.*

\_\_\_\_ Chlorine

\_\_\_\_ Quaternary Ammonium (quats)

\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOP 7 - Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

1. **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 110oF or at the temperature specified by the detergent manufacturer.**
* **In the second compartment, rinse with clean water.**
* **In the third compartment, sanitize with a chemical sanitizing solution mixed at a concentration specified on the manufacturer’s label or by immersing in hot water at or above 171oF for 30 seconds. Test the sanitizer concentration using the correct test kit.**
* **Air dry items prior to storing.**

1. **If a mechanical dishmachine is used:**

* **Verify the information on the data plate with the dishmachine manufacturer.**
* **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.**
* **If using hot water to sanitize:**
  + **For a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194oF and not less than 165oF.**
  + **For all other dishwashing machines with variable wash and rinse temperatures, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194oF and not less than 180oF.**
* **If using chemical to sanitize:**
  + **Chlorine solution must have a minimum temperature based on the concentration and pH of the solution as listed in the following chart:**

|  |  |  |
| --- | --- | --- |
| **Minimum Concentration** | **Minimum Temperature** | |
| **Mg/L** | **pH 10 or less** | **pH 8 or less** |
| **50** | **100oF** | **75oF** |
| **100** | **55oF** | **55oF** |

* + **Quaternary ammonia should have a minimum temperature of 75oF, a concentration as indicated by the manufacturer, and used only in water with 500 mg/L hardness or less.**
  + **Iodine solution should have a minimum temperature of 68oF, a pH of 5.0 or less, and a concentration between 12.5 mg/L and 25 mg/L.**
  + **If another solution of a chemical specified under the Kansas Food Code is used, the licensee shall demonstrate to the regulatory authority that the solution achieves sanitization.**
* **Air dry utensils and other food contact items prior to storing.**

SOP 7 - Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

* At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up. Use a de-scaling chemical periodically to handle lime build up if it occurs. Follow manufacturer’s instructions for cleaning and maintaining dishmachine.

MONITORING:

Food service 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 to the sight and touch.
2. In a 3-compartment sink, on a daily basis:

* Visually monitor that the water in each compartment is clean.
* Take water temperatures using a calibrated thermometer.
* If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical being used. Ensure test strips have not past their effectiveness date.
* If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.

1. 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 a hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges, by using heat sensitive tape, and/or by using maximum registering thermometers (e.g. **160o F** T-stick). A hot water sanitizing dishmachine should dispense the sanitizing water at 180°F from the rinse jets and the water must hit the cleaned equipment at 160°F in the machine.
* 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 food service 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.
3. Discard food that comes in contact with food contact surfaces that have not been cleaned and sanitized properly.
4. For 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.

SOP 7 - Cleaning and Sanitizing Food Contact Surfaces, continued

CORRECTIVE ACTION, continued:

1. For a dishmachine:

* Drain and refill the machine periodically 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 temperatures by running the machine again. If the appropriate water 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 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:

Food service employees will record monitoring activities and any corrective action taken on the appropriate temperature log. A supervisory or other designated employee will verify that food service employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s). A supervisory or other designated employee will complete the Monthly Food Safety Checklist. The logs and checklists will be maintained with other records for at least 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 8 - Receiving Deliveries

**PURPOSE:** To ensure that all food is fresh and safe when it enters the food service operation and is stored safely and quickly.

**SCOPE:** This procedure applies to food service employees who are responsible for receiving food.

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

**INSTRUCTIONS:**

1. **Food shall be obtained from sources that comply with the law.**
2. **Food prepared in a private home may not be used or offered for human consumption in a food establishment.**
3. Train food service employees who accept deliveries on proper receiving procedures.
4. Schedule deliveries to arrive at appropriate times during operational hours (when possible).
5. Instruct delivery drivers or vendors on proper procedures if deliveries must be made when food service employees are not present (e.g. have them put milk directly into a specific walk-in cooler).
6. **Keep receiving area clean** and well lighted.
7. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries to assure foods are placed in storage in a timely manner.
8. Have tools available at the time of delivery. These include: product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts.
9. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers’ names (if known).
10. **Establish a rejection policy** to ensure accurate, timely, consistent, and effective refusal and return of rejected goods. **Do not accept unsafe food.**
11. Confirm vendor name, day, and time of delivery as well as driver’s identification before accepting delivery. **If anything is suspicious, contact the vendor immediately.**
12. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination.
13. Check the interior temperature of refrigerated trucks. Record any concerns.

* Refrigerated foods should be delivered on a refrigerated truck. If this is not possible, contact your local health inspector for advice. **The Kansas Food Code requires that time/temperature control for safety foods (except for raw eggs, milk, and shellfish) be received at 41oF or below.**

1. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
2. Compare delivery invoice against products ordered and products delivered. If delivery is made when food service employees are not present, this should be done as soon as possible when food service employees arrive.

SOP 8 – Receiving Deliveries, continued

**INSTRUCTIONS, continued**

1. **Do not touch ready-to-eat foods with bare hands.** Refer to the *Using Suitable Utensils When Handling Ready-to-Eat Foods* SOP.
2. **Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination.**
3. **Use clean, sanitized, and calibrated thermometers.** Refer to the *Using and Calibrating Food Thermometers* SOP.
4. **Check a sample of frozen foods.**

* **Upon receipt, time/temperature control for safety foods shall be free of evidence of previous temperature abuse.** Check to be sure they show no signs of thawing and refreezing such as the presence of large ice crystals or liquids on the bottom of cartons.
* **Touch them to be sure they are frozen solid.**
* Put an infrared or other type of thermometer between packages to check surface temperatures only if required by school or district. The desired temperature is between -10oF and 0oF.
* Record your findings on the Receiving Temperature Log, directly on the invoice, or on another form of your choice**.** Record “FS” (for frozen solid) or other desired/appropriate indicator as well as any corrective action taken (if applicable).

1. **Check a sample of refrigerated foods.**

* **Ensure that fresh beef, pork, and poultry are 41oF or below.**
* **Fluid milk and milk products shall be obtained pasteurized. Ensure that fluid milk is 45oF or below** (and “strive for 35oF”). Take the temperature by placing a stem thermometer between two cartons or by using an infrared thermometer. If the temperature is high, open the carton and take the temperature of the liquid.
* **Eggs shall be received clean and sound. Ensure that the temperature of raw eggs is 45oF or below.** Use an infrared thermometer or use the internal temperature of the delivery truck (which must also be 45oF or below).
* Check the dates of perishable foods (dairy products, fresh fruits and vegetables) to ensure safety and quality.
* Check temperatures of refrigerated, non-time/temperature control for safety foods only if required by your school or district.
* **Record a sample of temperatures taken and any corrective action taken on the Receiving Temperature Log, directly on the invoice, or on another log of your choice.**

1. Check a sample of canned foods.

* **Signs that a canned product is unsafe are:**
  + **Swollen sides,**
  + **Pinpoint/sharp dents, and/or**
  + **Excessive rust suspected of penetrating the interior of the can.**
* Cans with rounded dents are safe and acceptable if the top and bottom seals are intact (that is, there are no leaks).

1. Mark all highly perishable food (e.g. dairy products, raw meats, fresh produce) with the date received and/or the use by date in order to ensure first-in, first out (FIFO) rotation of stock.

**SOP 8 - Receiving Deliveries, continued**

1. **Mark all opened or prepared refrigerated, time/temperature control for safety, ready-to-eat foods with the use by date** and additional information if desired (refer to the *Date Marking* SOP), **allowing a maximum of 7 days under refrigeration (at 41oF or below). This includes:**

* **Refrigerated, time/temperature control for safety, ready-to-eat food prepared somewhere else (e.g. pasta salad, cut melon, chili). The day the food is prepared counts as day 1.**
* **Refrigerated, time/temperature control for safety, ready-to-eat, processed foods (e.g. commercially prepared potato salad, coleslaw, sandwich meat). The day the package is opened counts as day 1.**

24. Transfer foods to their appropriate storage locations as quickly as possible.

**MONITORING:**

The food service manager or other supervisory employee will verify that food service employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the invoices, Receiving Log, or other appropriate log.

**CORRECTIVE ACTION:**

Reject the following:

1. Frozen foods with signs of previous thawing.
2. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, pinpoint/sharp dents, or excessive rust.
3. Punctured packages.
4. Expired foods.
5. Foods that are out of safe temperature zone (if you are unable to safely use them, e.g. by continuing to thaw and using soon) or deemed unacceptable by the established rejection policy.

**VERIFICATION and RECORD KEEPING:**

Record the temperature and the corrective action on the delivery invoice or on the Receiving Temperature Log. Invoices/logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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# SOP 9 - Handling a Food Recall

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to food service directors, supervisors, managers, and employees who prepare or serve food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train management staff and food service employees on the proper procedures used in handling a food recall.
2. Know who your sponsor (school or district) has chosen to receive recall notices sent by the Kansas Department of Education and ensure that the notices are forwarded by that person as needed. (Recall notices can also be viewed at <https://cnw.ksde.org> – Key Links, Food Recalls)
3. Immediately upon receipt of a recall notice, review the following information:

* Type of product recalled
* Distribution area
* Dates when the product was produced
* Identifying codes
* Contact numbers
* The classification type:
  + Class I indicates a life-threatening situation.
  + Class 2 indicates a remote possibility of health problems.
  + Class 3 involves situations with no possibility for adverse health reactions.

1. Determine whether or not products in question were purchased and/or used in any of your schools. If not involved, discard the notice and stop here. If you suspect that products were purchase and/or used, continue with the remaining steps.
2. Communicate the food recall notice (including the product code(s)) to production kitchens.
3. Check all locations where the product might be stored, including production kitchens, centralized kitchens, warehouses, and/or satellite kitchens.
4. 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 contain the recalled product.
* If an item is suspected to contain the recalled product but label information is not available, follow the sponsor’s/school’s procedure for disposal.

1. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
2. Inform the sponsor’s/school’s public relations coordinator of the recalled product.
3. Obtain accurate inventory counts of the recalled products from every production kitchen, including the amount in inventory and amount used.

SOP 9 - Handling a Food Recall, continued

INSTRUCTIONS, continued:

1. Account for all recalled product by comparing amounts ordered to amounts accounted for in the kitchen(s).
2. Follow instructions for return or destruction of the recalled product and complete documentation for compensation of the value of the product. If disposal of recalled product is directed, then dispose in a safe manner to protect health and safety of people, animals, and the environment.
3. If the recalled product has already been served, document the date(s) it was served, the date the recall notice was received, who the product was served to (school sites, grades, staff, etc.), and any other information worth noting (such as complaints of foodborne illness).
4. If you receive any reports of illness with suspected connection to the recalled product:

* Collect their names and symptoms.
* Refer the individuals to local medical personnel or the school nurse.
* Report the information and your actions to the school or district office and contact your area Child Nutrition & Wellness, KSDE consultant for assistance and support.

**MONITORING:**

Ensure the person receiving the recall notices from KSDE forwards the information as needed. The food service employees and food service manager, or other designated employee, will visually observe that school sites have segregated and secured all recalled products.

**CORRECTIVE ACTION:**

1. Retrain any food service 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 serving 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 or distributor for collection.
* 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 Kansas State Department of Agriculture and the Kansas State Department of Education

SOP 9 - Handling a Food Recall, continued

VERIFICATION and RECORD KEEPING

Food service 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 or other appropriate form. A supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the log used. Maintain the logs for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 10 - Washing Fresh Fruits and Vegetables

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

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

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

**INSTRUCTIONS:**

1. Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. **Wash hands using the proper procedure.** Refer to the *Washing Hands* SOP.
3. **Do not touch ready-to-eat foods with bare hands.** Refer to the *Using Suitable Utensils When Handling Ready-to-Eat Foods* SOP.
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.** Refer to the *Cleaning and Sanitizing Food Contact Surfaces* SOP.
5. **Wash the following by rinsing thoroughly with** cool **running water or by using chemicals that comply with the Kansas Food Code.** **Follow the manufacturer’s instructions for proper use of chemicals specifically designed for rinsing fresh fruits and vegetables. Never use bleach to wash fruits or vegetables.**

* **Raw fruits and vegetables that are served whole or cut into pieces for service in ready-to-eat form (either alone or in combination with other ingredients).**
* **Fruits and vegetables that are cut and then cooked.**
* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat should not be rewashed.

1. Scrub the surface of firm fruits or vegetables such as melons and potatoes using a clean and sanitized food brush designated for this purpose.
2. Gently soak delicate produce, such as lettuce and berries, for a minute then gently rinse.
3. Remove any damaged or bruised areas.
4. Wash fruits and vegetables as close as possible to preparation or service time to prevent recontamination and to maximize quality.
5. Use the **first-in, first-out (FIFO) method of rotation**.
6. **Date mark and serve cut melons, cut tomatoes,** and cut leafy greens **within 7 days if held at 41ºF or below** (refer to the *Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food* SOP and the *Using Time as a Control to Limit Bacteria Growth in Time/Temperature Control for Safety Food* SOP).
7. **Do not serve raw seed sprouts to highly susceptible populations.**

**SOP 10 - Washing Fresh Fruits and Vegetables, continued**

**MONITORING:**

A supervisory or other designated employee will visually monitor that fruits and vegetables are being properly washed, labeled, and date-marked during all hours of operation. In addition, food service employees will check the quality of fruits and vegetables in cold storage on a regular basis.

**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 date-marked. Discard cut melons, cut tomatoes, and cut leafy greens not used within “use by” food safety date.

**VERIFICATION and RECORD KEEPING:**

A supervisory employee or other designated employee will complete the Monthly Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Monthly Food Safety Checklist for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 11 - Controlling Time and Temperature During Preparation

PURPOSE**:** To prevent foodborne illness by limiting the amount of time that time/temperature control for safety foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to food service employees who prepare food.

KEY WORDS:Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

* + 1. Train food service employees on the proper procedures used when controlling time and temperature during preparation.
    2. **Use a clean, sanitized, and calibrated probe thermometer to take temperatures during preparation.** Refer to the *Using and Calibrating Food Thermometers* SOP.
    3. **Wash hands prior to preparing foods.** Refer to the *Washing Hands* SOP.
    4. **Use clean and sanitized equipment and utensils while preparing food.** Refer to the *Cleaning and Sanitizing Food Contact Surfaces* SOP.
    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 and salads, to 41ºF or below before combining with other ingredients.
    7. Prepare foods as close to serving times as possible.
    8. Prepare food in batch amounts so that time/temperature control for safety ingredients are not at room temperature formore than 30 minutes before cooking, serving, or being returned to the refrigerator.
    9. **Limit the total, combined time that food is allowed to be in the temperature danger zone (41°F to 135°F) to 4 hours.**
    10. If time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill. Refer to the *Cooling Time/Temperature Control for Safety Foods* SOP.

MONITORING:

A supervisory or other designated employee will ensure that foods are maintained at safe temperatures and are not allowed to be in the temperature danger zone for more than 4 hours. Clean, sanitized thermometers will be used to check temperatures.

SOP 11 - Controlling Time and Temperature During Preparation, continued

CORRECTIVE ACTION:

* + - 1. Retrain any food service employee found not following the procedures in this SOP.
      2. Begin the cooling process immediately after preparation is complete for any food that will be cooked to a proper internal temperature for that food and cooled (i.e. will not be served hot.)
      3. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
      4. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION and RECORD KEEPING:

The supervisory or other designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature logs or production records. The supervisory or other designated employee will complete the Monthly Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Monthly Food Safety Checklist and temperature logs for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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

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# SOP 12 - Cooking Time/Temperature Control for Safety Foods

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

**SCOPE:** This procedure applies to food service employees who prepare food.

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

**INSTRUCTIONS:**

1. Train food service employees who prepare food how to cook foods safely.
2. **Use a clean, sanitized, calibrated probe thermometer to take temperatures during preparation.** Refer to the *Using and Calibrating Food Thermometers* SOP.
3. **Wash hands prior to preparing foods.** Refer to the *Washing Hands* SOP.
4. **Use clean and sanitized equipment and utensils while preparing food.** Refer to the *Cleaning and Sanitizing Food Contact Surfaces* SOP.
5. **If a recipe contains a combination of products, cook to the highest required temperature.**
6. **Products cooked in a microwave shall be cooked to an internal temperature of 165oF in all parts of the food and allowed to stand covered for 2 minutes after cooking to obtain temperature equilibrium.**
7. **In Kansas school nutrition programs, cook products to the following temperatures:**
   1. **Leftovers**

* **165oF for 15 seconds**
  1. **Casseroles; stuffed meats, fish, and pastas; microwaved items (see #6 above)**
* **165oF for <1 second (instantaneous)**
  1. **Poultry (breasts, legs, wings, ground)**
* **165oF for <1 second (instantaneous)**
  1. **Ground meats (beef, pork, veal, lamb, game animals)**
* **155oF for 17 seconds [or 158oF for <1 second (instantaneous)]**
  1. **Ham, bacon, and other tenderized/injected meats**
* **155oF for 17 seconds [or 158oF for <1 second (instantaneous)]**
  1. **Flaked or ground fish (sticks, nuggets)**
* **155oF for 17 seconds [or 158oF for <1 second (instantaneous)]**
  1. **Egg dishes (cooked for later service)**
* **155oF for 17 seconds [or 158oF for <1 second (instantaneous)]**
  1. **Intact roasts (beef, pork, veal, lamb, commercially-raised game animals)**
* **145oF for 15 seconds** 
  1. **Fish and foods containing fish**
* **145oF for 15 seconds** 
  1. **Plant foods, including fruits & vegetables (cooked for hot holding)**
* **135oF for 15 seconds**

1. Avoid inserting the thermometer into pockets of fat or near bones when taking temperatures.
2. 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.
3. **Record the final cooking temperature of each menu item on the appropriate log.**

**SOP 12 - Cooking Time/Temperature Control for Safety Foods, continued**

**MONITORING:**

Temperatures will be taken at the end point of cooking and recorded on logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards.

**CORRECTIVE ACTION:**

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

**VERIFICATION and RECORD KEEPING:**

Food service employees will record product name, time, the temperature, and any corrective action taken on the Cooking-Reheating Temperature Log or other appropriate temperature log. The food service manager or other supervisory employee will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log. Maintain temperature logs with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 13 - Holding Hot and Cold Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring that all time/temperature control for safety foods are held at the proper temperatures.

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

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

**INSTRUCTIONS:**

1. Train food service employees who prepare or serve food on proper hot and cold holding procedures for time/temperature control for safety foods. Include in the training a discussion of the temperature danger zone.
2. **Use a clean, sanitized, calibrated probe thermometer to measure the temperature of food.** Refer to the *Using and Calibrating Food Thermometers* SOP.
3. **Follow the Kansas Food Code which requires that:**

* **Hot time/temperature control for safety foods be held at 135ºF or above; and**
* **Cold time/temperature control for safety foods be held at 41ºF or below**

**unless you have written procedures and predetermined foods that will apply Time as a Public Health Control procedures to control risks. Refer to the *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP.**

1. Preheat steam tables and hot boxes so that when cooked food is added it is held at or above 135oF.
2. Prechill cold bars and cold serving lines so that when cold food is added it is held at or below 41oF.
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 holding equipment is capable of maintaining an internal food temperature at or above 135ºF.
* Reheat foods in accordance with the *Reheating Time/Temperature Control for Safety Foods* SOP.
* **All hot time/temperature control for safety foods must be 135ºF or above before placing the food out for display or service.**
* **Take and record the temperature of hot time/temperature control for safety foods between holding and service and again at the end of service.**

1. For cold foods held for service:

* **Chill food in accordance with the *Cooling Time/Temperature Control for Safety Foods* SOP if the food is not 41oF or below.**
* **Verify that the air temperature of any cold holding unit is at 41oF or below at least once a day and record the temperature on the Daily Refrigerator / Freezer Temperature Log or other appropriate log.**
* **Take and record the temperature of time/temperature control for safety cold foods on the appropriate log between holding and service and again at the end of service.**

**SOP 13 - Holding Hot and Cold Time/Temperature Control for Safety Foods, continued**

**MONITORING:**

Temperature logs will be monitored to ensure that foods are held at proper temperatures. Time/temperature control for safety hot foods shall be held at or above 135oF and time/temperature control for safety cold foods at or below 41oF.

**CORRECTIVE ACTION:**

1. For hot foods:

* Reheat the food to 165ºF for 15 seconds if the temperature falls below 135ºF and the last temperature measurement, taken within the last 2 hours, was 135ºF or higher. Repair or reset holding equipment before returning the food to the unit, if applicable.
* Discard the hot food if it cannot be determined how long the food temperature was held below 135ºF.

2. For cold foods:

* Rapidly chill the food using an appropriate cooling method if the temperature is above 41ºF and the last temperature measurement, taken within the last 2 hours, was 41ºF or below.
* Cooling methods include:
  + Separate food into smaller or thinner portions, and/or
  + Place food in shallow containers (no more than 4 inches deep) andloosely covered on the top shelf in the back of the walk-in or reach-in cooler, or
  + Use a quick-chill unit like a blast chiller, or
  + Stir the food in a container placed in an ice water bath, or
  + Add ice as an ingredient (but recognize the impact on the recipe yield).
* 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 41ºF.

**VERIFICATION and RECORD KEEPING:**

Food service employees will record temperatures of a sample of time/temperature control for safety food items as they exit holding units (or immediately after they enter serving units/areas) and document corrective actions taken on the Time and Temperature for Holding or other appropriate log. A designated food service employee will record air temperatures of coolers and cold holding units on the Daily Refrigerator and Freezer Temperature Log or other appropriate log at least once a day (on days of operation). The food service manager or other supervisory employee will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs. The temperature logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 14 - Using Time as a Public Health Control (TPHC) to Limit Bacteria Growth in Time/Temperature Control for Safety Foods

PURPOSE:To prevent foodborne illness by ensuring that time/temperature control for safety foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE:This procedure applies to food service employees that handle, prepare, cook, and serve time/temperature control for safety foods.

KEY WORDS:Temperatures, Holding, Time as a Public Health Control

INSTRUCTIONS:

1. **Written procedures shall be prepared in advance, maintained in the food establishment, and made available to the regulatory authority upon request.**
2. **Train food service employees on the proper procedures to apply when using time alone as a control to limit bacteria growth in time/temperature control for safety foods.**
3. Train food service employees on how to use a thermometer and refer to the *Using and Calibrating Food Thermometers* SOP.
4. **Time as a Public Health Control involves time, rather than temperature, as the primary way of controlling bacteria growth in time/temperature control for safety cold or hot foods.**
5. **When “Time as a Public Health Control” is used, the time/temperature control for safety food cannot be held in the temperature danger zone of 41ºF to 135ºF for more than four hours before being cooked or served.**
6. **If time without temperature control is used for a time/temperature control for safety food, the food shall have an initial temperature of 41ºF or less when removed from cold holding or 135ºF or greater when removed from hot holding.**
7. **This site uses time as a public health control for the following foods. Time as a Public Health Control cannot be used for time/temperature control for safety foods not predetermined and listed in this SOP.** *(List specific foods that will have time controls applied below or attach a separate sheet of paper.*
8. **Identify or mark pans of time/temperature control for safety food for which time is being used as the control so that the discard time is clear.** 
   * **If a log is used, record the food item, number of pans (or trays, bowls, etc.) per batch, the time at which the food left controlled temperatures, the temperature of a sample of foods, and the time at which the food must be discarded.**
   * **and/or**
   * **Mark pans (or trays, bowls, etc.) with colored stickers or masking tape labels to identify different batches of the same food or if staff prefer to see discard times on the pans rather than on logs.**

**SOP 14 - Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods, continued**

1. **When using time as a public health control procedures for the foods listed above, discard any remaining food at the end of 4 hours or at the end of the last serving period, whichever comes first.**
2. **Cook raw, time/temperature control for safety food within 4 hours of removing from refrigeration or freezer units.**
3. **Do not mix different batches of time/temperature control for safety food together in the same container or pan.**

MONITORING:

Food service employees will continually monitor that foods are properly logged or marked to identify the time that is 4 hours from when the food is removed from temperature control. Food service employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

Retrain any food service employee found not following the procedures in this SOP. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION and RECORD KEEPING:

Food service employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The supervisory or other designated employee will verify that food service employees are following this procedure by visually monitoring food service employees and food handling during the shift. The supervisory or other designated employee will complete the Monthly Food Safety Checklist. The Monthly Food Safety Checklist will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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

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# SOP 15 - Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods

**PURPOSE:** To ensure rotation of refrigerated, time/temperature control for safety, ready-to-eat foods to prevent or reduce foodborne illness.

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

**KEY WORDS:** Ready-to-Eat Food, Time/Temperature Control for Safety Food, Date Marking, Cross-Contamination

**INSTRUCTIONS:**

1. Establish a consistent date marking system and train employees accordingly.
2. Mark all highly perishable food with the date received in order to ensure first-in, first out (FIFO) rotation of stock.
3. **Date-mark all refrigerated, time/temperature control for safety, ready-to-eat foods with the use by date,** and additional information, if desired, if the food will be held for more than 24 hours. Foods that must have date-mark information include:
   * **Time/temperature control for safety foods prepared at the district or on site, cooled, and stored in the refrigerator** (leftovers). **The day of preparation in Day 1.**
   * **Refrigerated commercially prepared time/temperature control for safety foods after they have been opened** (tub of cottage cheese). **The day of opening is Day 1.**
   * **Altered food that has a high-risk ingredient added to it and requires refrigeration.**
4. **When calculating the use by date for refrigerated, time/temperature control for safety, ready-to-eat foods, the day the product is prepared or opened counts as day 1 and any time the product is frozen does not count toward the 7-day total.**
5. Examples of possible labels include the following:
   * Labeling with the product name, the day and/or date and time it was prepared or opened, and the use by date:
     + “Cut cantaloupe – 4/23/XX – 8 a.m. – use by 4/29/XX”

* Identifying the product, time prepared or opened, use by date, and day of the week:
* “Cut tomatoes, Monday, 8:00 a.m., use by Sunday, 4/29/XX
* Using color-coded marks or tags. (If this method is used, have a color-coded key posted for all employees to see.) For example:
* Chef salads with a blue dot means, “Prepared on Monday and use by Sunday.”
* Deli meat with a red dot means, “Opened on Tuesday and use by Monday.”

**SOP 15 - Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food, continued**

1. Use additional labels for foods that are frozen. Time/temperature control for safety foods that have been frozen should be marked to indicate the number of days remaining in the useful life of the product. To calculate the use by date, add the refrigeration time prior to freezing to the refrigeration time after freezing.
2. Examples of possible labels include the following:
   * Label #1: “Chili – 1/7/XX – use by 1/13/XX”
   * Label #2: “Frozen 1/8/XX” (Label #1 is left on the product)
   * Label #3: “Thawed 1/22/XX – use by 1/26/XX” (Labels #1 and #2 are left on)
3. **Refrigerate all ready-to-eat, time/temperature control for safety foods at 41ºF or below.**
4. **Serve, freeze, or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 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 discarded.

**CORRECTIVE ACTION:**

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

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will complete the Monthly Food Safety Checklist which will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 16 - Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and risk of contamination is reduced.

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

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when transporting food to remote sites (satellite kitchens).
2. **Use clean, sanitized, and calibrated thermometers to ensure that proper temperatures are maintained during transportation.** Refer to *Using and Calibrating Food Thermometers* SOP.
3. Keep frozen foods frozen (i.e. solid to the touch) during transportation.
4. **Maintain the temperature of refrigerated, time/temperature control for safety foods at 41ºF or below and cooked foods that are transported hot at 135ºF or above unless applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods.** Refer to the *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP.)
5. **Use only food carriers approved by the National Sanitation Foundation International or that meet the durability and cleanability criteria established in the Kansas Food Code.**
6. **Prepare the food carrier before use:**

* **Ensure that all surfaces of the food carrier are clean.**
* **Wash, rinse, and sanitize the interior surfaces**. Refer to the *Cleaning and Sanitizing Food Contact Surfaces* SOP
* Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
* **Ensure that the food carrier has reached the temperature recommended by the manufacturer prior to placing food in it (and is capable of maintaining cold food at**

**41ºF or below or hot food at 135ºF or above).**

1. **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.**

1. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
2. **Follow *Receiving Deliveries* SOP when food arrives at remote site.**

SOP 16 - Transporting Food to Remote Sites, continued

MONITORING:

A supervisory or other designated employee will visually observe employees to be sure they are following the procedures in this SOP and will review temperature and transport logs.

CORRECTIVE ACTION:

1. Retrain any food service 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 165ºF for 15 seconds if the internal temperature of hot food is received at less than 135ºF. Refer to the *Reheating Time/Temperature Control for Safety Foods* SOP.
4. Cool food to 41ºF or below using a proper cooling procedure if the internal temperature of cold food is received at greater than 41ºF. Refer to the *Cooling Time/Temperature Control for Safety Foods* SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION and RECORD KEEPING:

Before transporting food to remote sites, food service employees will record food temperature, food product name, time, and any corrective action taken on a food transport sheet or other appropriate log. Upon receipt of food at remote sites, food service employees will record receiving temperatures and corrective action taken on a food transport sheet or other appropriate log. The supervisory employee at central kitchens will verify that food service employees are following this SOP by visually observing employees and reviewing and initialing the temperature logs. The supervisory or other designated employee at the remote site(s) will verify that food service employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the temperature log. The supervisory or other designated employee at each site will complete the Monthly Food Safety Checklist. The Monthly Food Safety Checklists and all logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 17 - Serving Food

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

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

KEY WORDS:Cross-Contamination, Service

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when serving food.
2. **Use a clean, sanitized, and calibrated thermometer to check food temperatures**. Refer to the *Using and Calibrating Food Thermometers* SOP.
3. **Follow proper personal health and hygiene practices. Do not report to work if ill.** Refer to the *Personal Hygiene* SOP.
4. **Wash hands before putting on single-use food gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.** Refer to the *Washing Hands* SOP.
5. **Do not handle ready-to-eat foods with bare hands.** Refer to the *Using Suitable Utensils when Handling Ready-To-Eat Foods* SOP.
6. **Serve food with clean and sanitized utensils or by using hands covered with single-use food gloves.**
7. **Handle plates and trays by the edge or bottom; cups by the handle or bottom; and utensils by the handles.**
8. **Hold hot time/temperature control for safety food at or above 135oF and cold time/temperature control for safety food at or below 41oF unless applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods**. Refer to the *Holding Hot and Cold Time/Temperature Control for Safety Foods* SOP and the *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP if applicable.
9. **Store in-use utensils (utensils being used during or in between service periods) properly.**

* **There are two acceptable ways to store utensils used for time/temperature control for safety foods:**
* **Store the utensil in the food with the handle exposed (as long as the food is held out of the temperature danger zone (which is below 41oF or above 135oF) or you are applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods.** Refer to the *Using Time as a Control* *to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP**).**
* **Store the utensil in water. The water must either be running with enough force to push loose particles over the edge or the water in the container must be kept reasonably clean and above 135oF.**

SOP 17 - Serving Food, continued

INSTRUCTIONS, continued:

* **There are three acceptable ways to store utensils used for serving non-time/temperature control for safety foods:**
* **Store the utensil in the food as described above.**
* **Store the utensil in water as described above.**
* **Place the utensil on a clean and sanitized surface (e.g. counter or steamtable) and then clean and sanitize the surface when the utensil is removed.**

1. **Date mark and cool time/temperature control for safety foods or discard leftovers.** Refer to the *Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods*, and *Cooling Time/Temperature Control for Safety Foods* SOPs.

MONITORING:

A supervisory or other designated employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils and wash the improperly handled item(s).
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, Time/Temperature Control for Safety Foods*; *Cooling Time/Temperature Control for Safety Foods*; and *Holding Hot and Cold Time/Temperature Control for Safety Foods* SOPs.

VERIFICATION and RECORD KEEPING:

A supervisory or other designated employee will complete the Monthly Food Safety Checklist. Completed Monthly Food Safety Checklists will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 18 - Preventing Cross-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 employees on the proper procedures used to prevent cross-contamination at food bars.
2. Follow manufacturer’s instructions for pre-heating and pre-chilling food bar equipment before use. **Ensure that time/temperature control for safety food will be held at or below 41oF or at or above 135oF unless applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods**.
3. **Protect food from contamination by serving it in individual, disposable containers or with the use of display cases or sneeze guards.**
4. **Provide an appropriate clean and sanitized utensil for each container on the food bar.** **Ensure that handles do not drop into food containers.**
5. Replace existing containers of food with new containers when replenishing the food bar. **Do not combine multiple batches of time/temperature control for safety foods.**
6. Instruct and assist customers who do not properly use utensils.
7. **Ensure that customers use a clean dish or plate when returning to the food bar.**
8. **Store in-use utensils (utensils being used during or in between service periods) properly.**

* **There are two acceptable ways to store utensils used for time/temperature control for safety foods:**
* **Store the utensil in the food with the handle exposed (as long as the food is held out of the temperature danger zone which is below 41oF or above 135oF or you are applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods –** refer to the *Using Time as a Public Health Control* *to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP**).**
* **Store the utensil in water. The water must either be running with enough force to push loose particles over the edge or the water in the container must be kept reasonably clean and above 135oF.**
  + **There are three acceptable ways to store utensils used for serving non- time/temperature control for safety foods:**
* **Store the utensil in the food as described above.**
* **Store the utensil in water as described above.**
* **Place the utensil on a clean and sanitized surface (e.g. counter or steamtable) and then clean and sanitize the surface when the utensil is removed.**

1. Keep self-service bar clean and neat to avoid cross-contamination between food items.
2. Do not spray chemicals to clean the food bar when the bar is stocked with food.

SOP 18 - Preventing Cross-Contamination at Food Bars, continued

MONITORING:

1. Monitor and record temperatures of food in accordance with the *Holding Hot and Cold Time/Temperature Control for Safety Foods* SOP.
2. Continually monitor food containers to ensure that utensils are stored properly.
3. Continually monitor customers’ use of the food bar to ensure that customers are not:
   * Touching food with their bare hands.
   * Coughing, spitting, or sneezing on the food.
   * Placing foreign objects in the food.
   * Using the same plate for subsequent trips.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to get a clean plate or dish when returning to the food bar.
4. Demonstrate to customers how to properly use utensils.
5. Discard the food if it cannot be determined how long the food temperature was in the temperature danger zone (between 41ºF and 135 ºF).

VERIFICATION and RECORD KEEPING:

The food service manager will verify that food service employees are assigned to maintain food bars during all hours of operation. Food service employees will record temperatures of food items and document corrective actions taken on the appropriate temperature log. Food service employees will document any discarded food on the Damaged or Discarded Product Log or other appropriate log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. A supervisory or other designated employee will complete the Monthly Food Safety Checklist. The Monthly Food Safety Checklist and all logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 19 - Cooling Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness caused by improper cooling procedures.

**SCOPE:** This procedure applies to food service employees who are responsible for cooling hot food.

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

**INSTRUCTIONS:**

1. Train food service employees to cool time/temperature control for safety foods using proper cooling procedures as tested by their program.
2. **Use clean, sanitized, and calibrated thermometers to check temperatures when establishing safe cooling procedures.**
3. Cooked time/temperature control for safety foods, no longer needed for immediate service, must be cooled as quickly as possible to keep bacteria from developing. **The Kansas Food Code requires cooked time/temperature control for safety foods be cooled using two stages of cooling. The Two-Stage (6-hour) Cooling Method reduces the internal temperature of a cooked time/temperature control for safety food from 135ºF to 70ºF within two hours and to 41ºF within a total of six hours. Total cooling time must not exceed six hours. Discard if proper cooling is not achieved at each stage of cooling.**
4. When deciding how best to cool time/temperature control for safety foods, keep in mind the following factors:

* Size or amount of food being cooled.
* Container used – shallow pans cool foods faster than deep pans.

1. To promote rapid cooling of cooked foods, the following methods are recommended in the Kansas Food Code:

* **Place the food to be cooled in shallow pans, loosely covered on the top shelf in the back of the cooler.**
* **Separate food to be cooled into smaller or thinner portions.**
* **Use rapid cooling equipment, such as a blast chiller.**
* **Stir the food to be cooled in a container placed in an ice bath.**
* **Add ice as an ingredient (but recognize the impact on the recipe yield).**
* **Stir the food using a chilling paddle/chill stick designed for cooling foods quickly.**
* **Combine one or more of the above methods.**

SOP 19 – Cooling Time/Temperature Control for Safety Foods, continued

INSTRUCTIONS, continued:

1. Sites must establish effective procedures for cooling different consistencies of hot time/temperature control for safety foods. Once standards for cooling have been tested and proven to work, the standard should be recorded, communicated, and followed from that point on. If a site chooses not to establish standard cooling procedures, then temperatures of foods as they cool must be taken each time foods are cooled.

Establish and document effective cooling procedures for each of three consistencies of food:

* Thick foods (such as chili, mashed potatoes, baked beans, lasagna)
* Thin foods (such as soup, pizza)
* Separated or individual foods (such as corn, fajita meat, chicken breasts)

Describe the site’s tested and proven effective cooling procedures for each consistency of a cooked time/temperature control for safety food.

Thick Food:

Thin Food:

Separated/Individual Food:

1. Once a time/temperature control for safety food has been cooled using effective procedures, it must be covered, labeled with a “use by” food safety date, and stored properly.

SOP 19 – Cooling Time/Temperature Control for Safety Foods, continued

**MONITORING:**

Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process. Monitor temperatures of products every hour throughout the cooling process (only when establishing the initial SOPs) by inserting a thermometer into the center of the food and at various locations in the product.

**CORRECTIVE ACTION:**

In the Two Stage Method of Cooling, discard time/temperature control for safety food if it is:

* + Above 70ºF and more than 2 hours into the cooling process; or
  + Above 41ºF and more than 6 hours into the cooling process.

**VERIFICATION and RECORD KEEPING:**

Food service employees will record temperatures and corrective actions taken on the Cooling Temperature Log or other appropriate log when establishing safe cooling procedures for each type of food. The food service manager or other supervisory employee will verify that food service employees are cooling food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the appropriate logs. The Cooling Temperature Log or other appropriate log shall be kept on file to show proof safe cooling procedures were tested for each type of food and that they have been established to work for the site.

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# SOP 20 – Reheating Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature and reheated within a safe timeframe.

**SCOPE:** This procedure applies to food service employees who prepare or serve hot foods.

**KEY WORDS:** Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

**INSTRUCTIONS:**

1. Train food service employees who prepare or serve food on how to reheat foods as described in this SOP.
2. **Use clean, sanitized, and calibrated thermometers to ensure that safe temperatures have been reached when reheating.** Refer to the *Using and Calibrating Food Thermometers* SOP.
3. **Reheat all foods listed below to a minimum of 165oF for at least 15 seconds:**

* **Any time/temperature control for safety food, including leftovers, that is cooked, cooled, and reheated for hot holding before service.**
* **Products made from leftovers (e.g. soup).**
* **Precooked, processed time/temperature control for safety foods that have been previously heated and cooled (e.g. baked beans).**

1. **If using a microwave, reheat food as follows:**
   * **Cover food while heating.**
   * **Rotate or stir the food to evenly distribute the heat.**
   * **Ensure that all parts of the food are heated to 165oF for 15 seconds.**
   * **Allow to sit for 2 minutes after heating.**
2. **Reheat all foods rapidly. The total time the temperature of the food is between 41oF and 165oF may not exceed 2 hours.**
3. **Serve reheated food immediately or transfer to an appropriate hot holding unit and hold at or above 135oF unless applying Time as a Public Health Control procedures for predetermined time/temperature control for safety foods. (Refer to the *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP.)**

**SOP 20 - Reheating Time/Temperature Control for Safety Food, continued**

**MONITORING:**

Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process. Take the temperature from a sample of products or pans, selecting the coldest spot (usually the center of the pan or oven). Record the final temperature taken of the product on the Cooking – Reheating Temperature Log or other appropriate log.

**CORRECTIVE ACTION:**

Continue reheating/heating food until the internal temperature reaches 165ºF for 15 seconds. If the product fails to reach 165oF within 2 hours, discard the product.

**VERIFICATION and RECORD KEEPING:**

Food service employees will record times and temperatures and any corrective actions taken on the Cooking-Reheating Temperature Log or other appropriate log. The food service manager or other supervisory employee will verify that food service employees are reheating food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The logs will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 21 – Procedures for Pre-Plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control

PURPOSE:To prevent foodborne illness by ensuring that time/temperature control for safetyfoods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE:This procedure applies to food service employees that handle, prepare, cook, and serve food and to non-food service staff who serve food at alternate serving locations.

KEY WORDS:Time/Temperature Control for Safety Foods, Temperatures, Holding, Time as a Public Health Control (TPHC)

INSTRUCTIONS:

1. Train all food service employees and other adults serving foods to students on the proper procedures to apply when using time alone as a control to limit bacteria growth in time/temperature control for safety foods. (Refer to *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Food* SOP.)
2. **Foods shall be prepared following all food safety requirements and held using Time as a Public Health Control protocol.**
3. **Time/temperature control for safety hot food shall be placed in either disposable paper, plastic, Styrofoam, or reusable washable service ware. The foods shall meet the temperature standards for hot foods and shall be not be less than 135ºF at the time of plating the foods.**
4. **Time/temperature control for safety cold foods shall be placed in either disposable paper, plastic, Styrofoam, or reusable washable service ware. The foods shall meet the temperature standards for cold foods and shall be not greater than 41ºF at the time of plating the foods.**
5. **All time/temperature control for safety foods will either be consumed or destroyed within the 4 hours following the documented time the foods are plated and leave hot or cold temperature controls. At the time the time/temperature control for safety foods leave temperature control, they shall be clearly marked to indicate the time the foods must be consumed or disposed. The method for marking the items shall be to *(circle one or delete procedures not used)*:**
   * Write the discard date and time on each container/package, or
   * Send a form or log with the food indicating the number of items sent, the time at which they left temperature control, the temperature of a sample of food items, and the time at which they must all be discarded, or
   * Use another specific method to identify discard date and time. *(Describe method in the space below.)*

SOP 21 - Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control, continued

**INSTRUCTIONS, continued:**

1. **All foods shall be covered or in sealed containers for transport.**
2. **Foods may be held under temperature control to assure quality but shall still not be held more than 4 hours from the time it is plated.**
3. No time/temperature control for safety foods shall be stored under refrigeration or heat control after the 4-hour period indicated. The foods shall be discarded.
4. Following meal service, all disposable service ware that has been used or otherwise contaminated will be placed in garbage bags and disposed in outdoor receptacles. All reusable service ware shall be returned to the base kitchen where they will be cleaned and sanitized.

MONITORING:

Food service employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control. Food service employees will continually monitor that foods are served or discarded by the indicated time.

CORRECTIVE ACTION:

Retrain any food service employee found not following the procedures in this SOP. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit. If meals are served past the 4-hour limit, record the number of meals served in error on a form along with the corrective action(s) taken.

VERIFICATION and RECORD KEEPING:

Food service employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The supervisory or other designated employee will verify that food service employees are following this procedure by visually monitoring food service employees and food handling during the shift. The supervisory or other designated employee will complete the Monthly Food Safety Checklist. The Monthly Food Safety Checklist will be maintained with other records for a minimum of 2 years and/or until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 22 – Preparation of Foods with Potential to Cause Allergic Reactions

**PURPOSE:** To prevent cross-contact of products that could trigger an allergic reaction in an individual.

**SCOPE:** This procedure applies to any food service employee who is responsible for preparing or serving food in a school satellite or production kitchen.

**KEY WORDS:** Cross-Contact, Preparation, Allergic Reaction

**INSTRUCTIONS:**

Some food products can cause a reaction if ingested by a person who is allergic to a certain substance found in that food product. The following food products or ingredients have been known to cause allergic reactions: peanuts, tree nuts, beans, peas, fish, shellfish, mushrooms, eggs, milk, wheat, soy, sesame, and certain types of fruits, such as strawberries. The following instructions should be followed when working with these foods if there is a student in the building that has a food allergy. The school nurse or health aide can provide a confidential list of students who experience allergic reactions to certain foods.

1. Any food product that contains a substance that has been identified as an allergen should be kept in a space that does not allow it to touch (cross-contact) other food products. For example, store peanut butter and other items with peanut products in a designated space, clearly labeled and contained so that they do not have cross-contact with other food products.
2. To prevent cross-contact during preparation and clean up:

* Products may need to be prepared on a separate, clean pan or surface. Example: Special product prepared for student with celiac disease.
* Prepare non-allergenic products first. For example: Prepare all meat sandwiches first. Prepare peanut butter and jelly sandwiches last.
* Remove food handling gloves and discard between tasks.
* **Wash hands.**
* **Thoroughly wash surfaces in the allergy aware zone in the kitchen with a designated clean towel and hot soapy water, rinse with clean water, sanitize, air dry.**
* **Clean, rinse, and sanitize all equipment (utensils, knives, cutting boards) between tasks.**
* Utilize a clean apron, as necessary, to prevent crosscontact.

1. To prevent exposure during service:
   * Become familiar with the students in the school who experience allergic reactions to certain foods. A school photo or personal introduction is helpful to identifying these students.
   * **Provide full disclosure on items packaged on site if the item is presented to the customer in a self-serve style. Labeling identifies the product ingredients and helps those who experience reactions to avoid triggering foods and ingredients.**

**SOP 22 – Preparation of Foods with Potential to Cause Allergic Reactions, continued**

**INSTRUCTIONS, continued:**

1. Always listen to a student if they indicate they have a food allergy and report back to the building school nurse or health aide if they are not on the list. Report any concerns about students with allergies to the school nutrition program director or manager. Modifications to school nutrition program offerings must be approved and communicated through the school nutrition program director or manager.
2. Students with allergies should not take food from the child nutrition program “share table.” It is the responsibility of the student to refrain from accepting foods from others or consuming 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 has 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 supervisory or other designated employee will visually observe that food is being prepared and served in a manner that prevents cross-contact of products that could trigger an allergic reaction.

**CORRECTIVE ACTION:**

1. Retrain any food service employee found not following the procedures in this SOP.
2. If there is risk a food item has had cross-contact with an allergen, do not serve that food to a student who experiences an allergic reaction to that allergen.

**VERIFICATION and RECORD KEEPING:**

A supervisory or other designated employee will complete the Monthly Food Safety Checklist, monitoring for proper food preparation procedures and prevention of cross contact. Completed Monthly Food Safety Checklists will be maintained with other records for a minimum of 2 years and/or and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

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

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# SOP 23 – 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-Contact

INSTRUCTIONS:

The 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 TIME/TEMPERATURE CONTROL FOR SAFETY FOOD 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; or**

**(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.

SOP 23 – Returned Food and Re-service of Food/Share Tables, continued

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:

* 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.
* Returned unopened products shall not be intermixed with fresh products in storage.
* Expiration date of returned products shall be monitored and product discarded when expiration date is reached.

1. 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.
2. 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.

SOP 23 – Returned Food and Re-service of Food/Share Tables, continued

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 time/temperature control for safetycold foods that require time and temperature control for safety (Process 1 foods) are held at 41°F or colder.

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# SOP 24 – Body Fluids Cleanup

**PURPOSE:** To prepare for incidents requiring cleaning and disinfecting of body fluids by child nutrition program staff (if applicable).

**SCOPE:** This procedure should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluids including vomit, diarrhea, and blood if cleanup is done by child nutrition program staff. All body fluids should be treated as infectious.

**KEY WORDS:** Disinfecting, Body Fluids, Personal Protective Equipment, Infectious

**INSTRUCTIONS FOR ASSEMBLING BODY FLUID CLEANUP KIT (if applicable):**

1. Purchase a water-resistant container sufficient in size to contain disposable items needed to assemble a Body Fluid Cleanup Kit. Designate a proper area to store items needed for the handling of body fluids to ensure they do not get mixed in with general use items. Clearly label the kit, “Body Fluid Cleanup Only.”
2. Purchase and keep on hand sufficient quantities of personal protective equipment (PPE) needed to assemble and immediately restock a Body Fluid Cleanup Kit. The kit should contain the following personal protective equipment (PPE) items at all times:

* Disposable, nonabsorbent medical grade gloves in medium and large sizes, labeled for use in only the Body Fluid Cleanup Kit– 4+ pairs of each size
* Face shield with eye protection or goggles – 2 each
* Disposable shoe covers – 2 pairs
* Disposable gown – 2 each

1. Purchase and keep on hand sufficient quantities of cleaning supplies needed to assemble and immediately restock a Body Fluid Cleanup Kit. The kit should contain the following cleaning supplies at all times:
   * Disposable paper towels – multiple packages
   * Designated and labeled spray bottle – 1 each about quart size
   * Designated and labeled bucket – 1 each
   * Designated and labeled mop handle (not wooden) – 1 each
   * Designated and labeled mop head or disposable mop heads
   * Plastic garbage bag with twist-ties – 1 large heavy duty
   * Designated and labeled dustpan (disposable or able to be disinfected) – 1 each
   * Absorbent material (commercial powder, baking soda, sand, or cat litter) – 5 lbs.

**SOP 24 – Body Fluids Cleanup, continued**

1. Purchase and keep on hand sufficient quantities of a disinfectant approved for use in a foodservice facility. Disinfectants are chemical products that destroy or inactivate germs. Microorganisms that are spread through body fluids cannot be effectively killed using common foodservice detergents and sanitizer solutions.

The Body Fluid Cleanup Kit should contain one or more of the following disinfectants:

* + Unscented chlorine bleach (5.25-6.15% sodium hypochlorite) prepared to a concentration of 1,000 parts per million (ppm) for hard surfaces, approximately ¼ to 1/3 cup bleach to 1 gallon warm water (75°F) or refer to manufacturer’s instructions.
  + Unscented chlorine bleach (5.25-6.15% sodium hypochlorite) prepared to a concentration of 5,000 parts per million (ppm) for porous surfaces, about 1 ¼ to 1 2/3 cups bleach to 1 gallon warm water (75°F) or manufacturer’s instructions.
  + EPA-approved disinfectant effective against blood borne pathogens. EPA-approved disinfectants can be found on the EPA website.
  + EPA-approved disinfectant appropriate for vomiting and diarrhea incidents. EPA-approved disinfectants can be found on the EPA website.

1. The Body Fluids Cleanup Kit should contain written procedures for the safe use of the personal protection equipment items, cleaning supplies, and disinfecting supplies as a reminder to the trained individuals on the proper procedures. See printable norovirus resources from the Institute of Child Nutrition.

**INSTRUCTIONS FOR USING A BODY FLUID CLEANUP KIT:**

1. Individuals who are responsible for body fluid clean up must be determined in advance and trained on proper procedures.
2. When a body fluid incident occurs, the affected area must be contained. If the incident occurs in the kitchen or serving areas, stop all food service operations when there is a possibility of body fluid contamination.
3. For an incident involving vomit, block an area that includes 25 feet in all directions from the point of origin. Instruct customers within 25 feet from the point of origin to dispose of their food and to immediately wash their hands.
4. When cleaning up body fluids, personal protective equipment (PPE) should be worn to protect responding individuals from possible contamination. Double gloving is recommended as an extra precaution.

**SOP 24 – Body Fluids Cleanup, continued**

1. When mixing chlorine bleach as a disinfecting solution in response to a body fluid incident, gloves and eye protection should be worn. The solution should be mixed in a well-ventilated area or outdoors since the fumes are very powerful. A chlorine bleach disinfectant should be made fresh in response to an incident since a chlorine bleach solution weakens over time.The EPA-approved disinfectant or chlorine bleach disinfecting solution can be transferred to a labeled spray bottle for easier application to areas that need to be disinfected.
2. Anything that has been in contact with body fluids should be discarded or disinfected. All exposed foods within 25 feet of the point of origin of a vomiting incident should be discarded. A record of items discarded should be kept. Foods in sealed containers may be saved if the packaging is properly cleaned and disinfected.
3. Launder affected linens and clothing on the longest available cycle in hot water in a washing machine and dry on the hottest setting in a machine dryer.
4. Collect body fluid wastes with paper towels and dispose in the designated plastic garbage bag. If available, apply absorbent material such as commercial powder, baking soda, sand, or cat litter to waste materials, allowing the body fluids to be absorbed. Use a dustpan to remove the wastefrom the affected surface. Dispose of waste material and disposable items in the designated garbage bag.
5. Clean affected surfaces with detergent, working from the least affected areas to the most affected areas or clean from the edges of the body fluid spill to the middle mass.
6. Clean and disinfect all reusable items that were handled to clean up the body fluids (mop, bucket, dustpan).
7. Remove and dispose of contaminated gloves, wash hands, and re-glove.
8. Using the spray bottle, apply the approved disinfectant or chlorine bleach disinfecting solution in a well-ventilated area after the area has been cleaned. Apply disinfectant to all surfaces in the room, paying close attention to high-touch areas (door handles, dispensers, carts, faucets etc.). For incidents involving vomit, disinfect all areas within 25 feet of the point of origin.
9. Allow the disinfectant to remain in contact with the surface for the appropriate amount of time (contact time). Contact time for a chlorine bleach disinfecting solution is 5 minutes. For other disinfectants, follow manufacturer’s instructions for dilution and contact time**.**
10. Allow surfaces that have been disinfected to air dry.

**SOP 24 – Body Fluids Cleanup, continued**

**INSTRUCTIONS FOR TAKE AWAY AND TOTAL CLEANUP:**

1. Remove personal protective equipment and place in garbage bag. Tie off garbage bag and dispose in outside receptacle.
2. Wash hands and re-glove with food grade gloves. After the appropriate contact time with the disinfectant, rinse all food-contact surfaces with potable water. If food-contact surfaces are not rinsed, levels of the disinfectant on the surfaces may cause chemical contamination.
3. After rinsing, sanitize the food-contact surface and allow it to air dry.

**MONITORING:**

A supervisor will ensure that at least one on-duty staff person is designated to implement this SOP and has been trained on use of the Body Fluid Cleanup Kit. A supervisor or other designated employee will ensure that only individuals who are trained to respond to body fluid incidents handle such incidents. A supervisor or other designated employee will ensure that the Body Fluid Cleanup Kit is properly stocked and stored.

A supervisor will exclude or restrict ill nutrition program employees in accordance with Kansas Food Code.

**CORRECTIVE ACTION:**

A supervisor or other designated employee willproperly assemble and restock the Body Fluid Cleanup Kit. A supervisor or other designated employee will retrain designated foodservice employees in application of this SOP and use of the Body Fluid Cleanup Kit.

**VERIFICATION and RECORD KEEPING:**

The supervisor or other designated employee will check the Body Fluid Cleanup Kit to ensure that it is properly assembled. This can be done on a monthly basis as part of the Monthly Food Safety Checklist requirement and records kept for a minimum of two years.

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

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

# SOP 25 – Viral Pandemic Response

**PURPOSE:** To prepare for viral pandemic incidents involving child nutrition program staff and child nutrition program services.

**SCOPE:** This procedure should be implemented to safely and properly respond to viral pandemic incidents, some of which may involve school closures.

**KEY WORDS:** Pandemic, Virus, Infectious, School Closures

**INFORMATIONAL PREFACE:**

Viral illness can spread from person to person through small droplets from the nose or mouth which are spread when an infected person coughs or exhales. These droplets land on surfaces and survive for hours. The virus can be transferred to other people when they touch the contaminated surface then touch their eyes, nose, or mouth. The virus can also be transferred when people breathe in droplets from a person with a viral infection who coughs, sneezes, or exhales droplets.

When infection spreads rapidly in people across a very large region, it is considered a pandemic. Preventative measures may be taken on global, national, state, and local levels to protect public health and safety.

**GENERAL INSTRUCTIONS:**

Emergency preparedness is all about being ready to manage the unexpected and keep everyone safe.

During a viral pandemic:

1. Limit exposure to large groups of people. Use spacing strategies to create a six-foot distance between people. This could involve staff members working at different work stations. It could involve innovative meal delivery systems when providing meals to children.
2. Exclude (send home) school nutrition employees with symptoms of viral infection, including but not limited to fever, vomiting, and/or diarrhea. The state health department will provide guidance on what actions need to be taken to allow the staff member to return to work.
3. Comply with all policies for reporting notifiable illnesses to administrative personnel and/or public health departments.
4. Cross-train program staff to perform essential activities in the event of key absences or emergency situations.
5. Reinforce and closely monitor personal hygiene and hand hygiene practices.
   * Wash hands properly and frequently. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Refer to the *Washing Hands* SOP.
   * Apply the “no bare hand contact” rule. Wear single-use food gloves when handling ready-to-eat foods.
   * Strongly reinforce health and hygiene activities. Refer to the *Personal Hygiene* SOP.
6. Avoid touching eyes, nose, or mouth. Follow appropriate coughing and sneezing etiquette. Cough or sneeze using a disposable tissue or elbow followed by proper handwashing at all times.

**SOP 25 – Viral Pandemic Response, continued**

1. As a best practice, allow only program staff, custodial staff, and approved volunteers to enter program areas.
2. Routinely clean and disinfect high-touch nonfood-contact surfaces such as door handles, light switches, phones, keyboards, tray slides, etc. Disinfecting works by using chemicals to kill germs on surfaces. Disinfectants are chemical products that destroy or inactivate germs.
   * Use properly diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and/or EPA-registered disinfectants.
   * Disinfecting solutions can be transferred to a properly labeled spray bottle for easier application to areas that need to be disinfected.
   * Allow the disinfectant to remain in contact with the surface for the appropriate amount of time. Follow manufacturer’s instructions for contact time**.**
   * Diluted household bleach disinfecting solutions can be used if appropriate for the surface. Prepare by mixing 1/3rd cup bleach per gallon of warm water, wearing gloves and eye protection, and mixing in a well-ventilated area. Contact time for a chlorine bleach solution is about 5 minutes.
3. Clean and sanitize food contact surfaces before and after each use. See *Cleaning and Sanitizing Food Contact Surfaces* SOP.
4. Handle program wastes properly.
5. Consider logistics of safely offering items from a share table. In times of significant viral spread, consider discontinuing use of the share table temporarily. In times of low viral spread, share tables may be used for unopened packaged food items that students do not consume. Share tables may safely continue with the following guidelines:

* Sanitize designated share table area between each serving group.
* Allow one student to access the share table at a time to limit exposure due to lines.
* If a student incorrectly places an open item on the share table, discard all items on the share table and sanitize the share table.

1. As part of overall emergency preparedness, maintain an updated contact list of key partners at the state and local levels.
2. Keep staff, customers, and other stakeholders informed with current and reliable information.
3. Work in cooperation with school administration and media to communicate importance of preventative measures, such as handwashing, for all school staff and students.

**INSTRUCTIONS INVOLVING SCHOOL CLOSURES:**

In the interest of public health, agencies could make decisions that will affect normal program operations. During a pandemic, school closures may be ordered by local, county, or state health officials. Since many children rely on school meals for proper nutrition, USDA may approve waivers allowing flexibilities in the provision of meals to children. State agencies may, then, apply the waivers at the State and local levels.

1. Defer to federal, state, and local agency protocol and guidance during crisis situations. Agencies are able to assist when conditions disrupt the day-to-day routine on a large scale. Agencies can work with Sponsors in collaborative efforts to maintain a safe food supply and keep program staff safe.

**SOP 25 – Viral Pandemic Response, continued**

1. If available, apply for waivers that allow meal flexibilities. Sponsors are not required to provide meal service when school is not in session, but willingness to continue meal service operations ensures children receive nutritious meals during a public health crisis.
2. Upon approval, plan for meal service during emergency period.

* As permitted by any USDA waivers, determine service methods that can be used such as grab and go, curb-side pick-up, and/or meal delivery systems.
* Plan service locations as permitted by any USDA waivers. Under a USDA waiver, it may be possible to serve meals in unconventional places such as parking lots, bus loops, multi-purpose rooms, libraries, parks, etc.
* Determine meal accountability procedures. Separate meal counts and records must be maintained for meals served under a USDA waiver.
* Identify ways to communicate meal availability.
* As part of physical distancing measures, stagger the amount of people arriving at one time for meal pick up.
* Prepare and serve meals according to state and local health and safety standards. While the Kansas Department of Agriculture (KDA) recommends that foods be in ready-to eat (RTE) form when made available to households as part of child nutrition program meal service during the pandemic response, KDA has determined there is no prohibition on sending home other foods that require preparation. KDA strongly recommends inclusion of safe handling instructions and preparation instructions when sending home foods requiring time and temperature controls for safety.

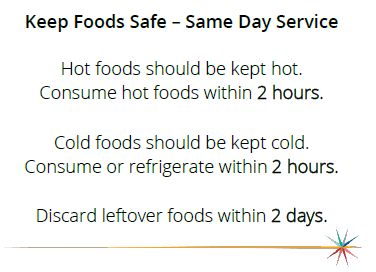
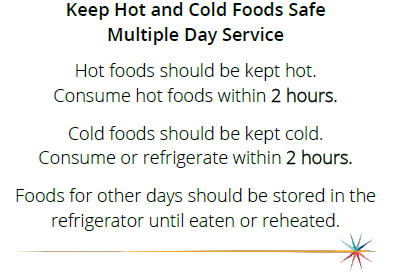
1. The type of meal offered will depend on the resources and capacity of the site as well as waivers generated on the federal level. Those that are able to prepare and deliver meals in a way that meets state or local food safety requirements may do so. Home-delivered meals must still meet all meal pattern requirements for the designated program. If emergency conditions prevent a sponsor from obtaining a certain food product, such as milk, the state agency (KSDE) may be able to approve the service of meals without the required menu item during the emergency period and as permitted by any USDA waivers.
2. Meals served must still comply with relevant civil rights requirements including documented requests to accommodate children with special dietary needs. Communicate with families with children requiring dietary accommodations, and plan for when and where they can obtain modified meals.
3. Purchase and keep on hand sufficient quantities of:

* Chemicals used to make a sanitizing solution
* Disinfectant approved for use in a foodservice facility
* Single-use food gloves in several sizes
* Disposable serviceware suitable for unconventional delivery systems
* Shelf-stable foods

**SOP 25 – Viral Pandemic Response, continued**

1. Communicate food safety rules as they apply to the planned meal service style.

* Cooked time/temperature control for safety foods must be heated to proper internal temperatures before service. While the Kansas Department of Agriculture (KDA) recommends that foods be in ready-to eat form when made available to households as part of child nutrition program meal service during the pandemic response, KDA has determined there is no prohibition on sending home non-Ready-To-Eat (RTE) foods. If non-RTE items are sent home, they must have safe-handling, cooking, and holding directions.
* Time/temperature control for safety foods must be held at proper temperatures or have time controls applied. This can be challenging when serving reimbursable meals in unconventional ways.
* If Time as a Public Health Control is used for a hot or cold time/temperature control for safetyfood, the food shall have an initial temperature of 41ºF or less when removed from cold holding or 135ºF or greater when removed from hot holding. The food must be served to the customer or discarded within 4 hours. Refer to the *Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods* SOP for more information.
* Label items packaged on site and made available for self-service with appropriate ingredient information to protect the health and safety of children who experience allergic reactions to specific foods.
* As a best practice, communicate appropriate food safety actions for customer handling of menu items. For example, milk served as part of a reimbursable meal should be held cold until time of service or delivery and include instructions for consuming the milk within 2 hours. Milk or cold items designated for another day should include instructions for storing the milk under refrigeration in the household.
* A label template is provided on the KSDE, Child Nutrition & Wellness website.

1. When the appropriate waiver is in effect, Sponsors may send meals for same-day service and multi-day service. For meals designated for additional days, a sponsor could send shelf-stable, individually packaged foods that meet meal pattern requirements for the program being implemented.

**SOP 25 – Viral Pandemic Response, continued**

1. Production records must be completed for each meal.
2. Provide food safety training to newly hired staff and volunteers. Reinforce food safe practices and personal protective practices for all program personnel and volunteers.

**MONITORING:**

A supervisor will ensure that at least one on-duty staff person is designated to implement this SOP during a viral pandemic incident.

A supervisor will exclude nutrition program employees from working in the school nutrition program in accordance with state health directives.

**CORRECTIVE ACTION:**

A supervisor or other designated employee willretrain and/or provide proper direction to staff and volunteers in application of this SOP during a viral pandemic incident.

**VERIFICATION and RECORD KEEPING:**

The supervisor or other designated employee will review this SOP annually and include it as part of the site’s Emergency Preparedness Plan.

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

# SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods

**PURPOSE:** To prevent foodborne illness by ensuring time/temperature control for safety foods, prepared and packaged on-site using a vacuum sealer or bagging system, are prepared and handled safely.

**SCOPE:** This procedure applies to food service employees who prepare and package ready-to-eat time/temperature control for safety hot and/or cold foods using a food sealing or bagging system in a child nutrition program.

**KEY WORDS:** Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Cold-Seal Packaging, Reduced Oxygen Packing, Labeling, Vacuum, Cook-Chill Packaging

**PREFACE:**

Equipment needs evolve in response to certain situations. For example, the focus on quick service, grab n’ go options and/or classroom delivery, may create a need to package and transport menu items to multiple program sites. Program operators may want to seek out on-site packaging possibilities or streamline existing on-site packaging methods during times when individually wrapped products (IWP) are not commercially available. Food bagging machines, tabletop food sealers, and/or conveyor-type food packing machines can help program operators meet evolving needs; create labor efficiencies for the program; and allow safe delivery of program meals in a variety of ways at multiple locations.

Sealing and packaging of foods in a child nutrition program could involve use of **Cold-Seal Packaging** methods or **Reduced Oxygen Packaging** strategies. **"Sealed" means free of cracks or other openings that allow the entry or passage of moisture and or oxygen.**

Only trained staff should apply the **Cold-Seal Packaging** method and/or the **Reduced Oxygen Packaging** strategies in the child nutrition program. Trained staff must demonstrate understanding of guidelines and the potential hazards associated with packaging time/temperature control for safety foods in a sealed container on-site.

**COLD-SEAL PACKAGING (KDA equivalent operating plan not required)**

In child nutrition programs, **Cold-Seal Packaging** methods can be used for sealing:

* Shelf stable ready-to-eat foods
* Cold, ready-to-eat time/temperature control for safety foods
* Cooked, ready-to-eat time/temperature control for safety foods that have been cooled within Food Code and HACCP plan requirements before packaging\*

\*In the **Cold-Seal Packaging** method, a time/temperature control for safety food must be cooked to its proper internal temperature and cooled in compliance with the two-stage method of cooling before the food item can be sealed in a package or container.

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

**Steps for Using the Cold-Seal Packaging Method for a Cooked and Cooled Time/Temperature Control for Safety Food (KDA equivalent operating plan not required)**

* Cook the time/temperature control for safety food to the proper internal temperature designated for that type of food. When using the **Cold-Seal Packaging** method for a cooked and cooled time/temperature control for safety food, the food must reach the proper internal cooking temperature required for that food. If a recipe contains a combination of time/temperature control for safety food products, cook the product combination to the highest required temperature.
* Use a cleaned, sanitized, and calibrated food thermometer to check the internal temperature of a time/temperature control for safety cooked food. Ensure the required temperature is achieved before starting the cooling process.
* Do not handle the ready-to-eat cooked food with bare hands.
* Once the time/temperature control for safety food is cooked to the proper internal temperature, the cooling process should start. The cooked time/temperature control for safety foods must be cooled from 135°F to 70˚F within 2 hours and from 135˚F to 41˚F within a total of 6 hours before cold sealing can occur. The hot food may be cooled in bulk using cooling strategies proven effective for the operation. The hot food may be portioned and then cooled as long as the product is not sealed before thorough cooling and the food cools within the appropriate times.
* Once cooled to 41˚F or below, the cooked and cooled time/temperature control for safety food may be sealed using single-use packaging.
* Single-use containers used for packaging or bagging must be stored and handled under proper hygienic conditions. Food packaging is considered a food-contact surface.
* Food packaged on site must be clearly labeled with a description and “use by” date. The “use by” date is the last date for safe use or consumption of the product if held at proper cold temperatures.
* In a child nutrition program, **Cold-Seal Packaged** cooked and cooled time/temperature control for safety foods may be held in refrigerated temperatures at 41˚F or below for up to 7 days from the date the product is cooked and cooled. Packaging and sealing on a later date do not change the discard date.
* In a child nutrition program, packaged cooked and cooled time/temperature control for safety foods may be held in frozen temperatures at 0˚F or below for up to two months from when the product is cooked, cooled, sealed cold in packaging, and frozen.
* If **Cold-Seal Packaged** foods are transferred to other sites, they must be transported and held at 41°F or below or maintained frozen.
* As a best practice, cooked and cooled packaged foods that are to be eaten cold should be consumed within 30 minutes of removal from cold holding. This best practice further minimizes the risks associated with providing packaged meals to a highly susceptible population (children).

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

* Cooked and cooled packaged foods that have been frozen should be properly thawed before they are eaten cold as a ready-to-eat food or reheated for service. A **Cold-Seal Packaged** product that has been thawed may not be refrozen.
* Cooked and cooled packaged foods that are to be reheated should be heated to 165°F for 15 seconds (or for 2 minutes at this temp standing in a microwave after it is stirred or rotated). The time between 41°F and 165°F should not exceed 2 hours from when the packaged food is removed from cold holding. Reheating should take place close to the point of consumption.

**REDUCED OXYGEN PACKAGING (ROP) STRATEGIES**

**Reduced Oxygen Packaging** (ROP) is the process of placing food in a package, reducing or removing the oxygen from the package, and sealing the package. The general intent of ROP in the foodservice industry is to keep food fresher for a longer period. However, in a child nutrition program, the intent may be to deliver menu items in a manner that is safe, convenient to the customer, and adaptable to a variety of meal delivery situations.

Sealing and packaging strategies, that reduce oxygen in the package require specialized food safety measures. Certain dangerous bacteria such as *Clostridium botulinum* and *Listeria monocytogenes* grow well in a reduced oxygen environment. When **Reduced Oxygen Packaging** is done incorrectly, these dangerous bacteria can grow in the packaged food. Some pathogens can grow in **ROP** foods even when stored at normal refrigerated temperatures. In a child nutrition program, **ROP** foods may not be held longer than 7 days (including the day of preparation). In situations where **ROP** menu items are delivered to the consumer off-site or picked up by the consumer off-site, the product should not be held longer than 3 days. Because many consumers do not keep household refrigerators cold enough, or may even lack refrigeration at home, meals provided for take away have additional restrictions on hold times.

There are several **Reduced Oxygen Packaging** strategies:

* **Vacuum Packaging** is a process in which air is removed from a package of food and the package is hermetically sealed. A hermetic seal is **a sealing process that makes a given item airtight and** prevents the passage of air, oxygen, or other gases.
* **Modified Atmosphere Packaging** is a process in which the atmosphere of a package of food is modified and could change over time due to the permeability of the packaging material or the respiration of the food. Modified atmosphere packaging includes reduction in the proportion of oxygen, replacement of oxygen, or an increase in the proportion of other gases such as carbon dioxide or nitrogen. Modified atmosphere packaging is often used to **preserve the quality of fresh produce** so that it can transported long distances before spoilage occurs.

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

* **Controlled Atmosphere Packaging** is a process in which the atmosphere of a package of food is modified and stays the same until the package is opened. The controlled atmosphere involves regulation of oxygen, carbon dioxide, and nitrogen within an impermeable packaging material.
* **Sous Vide Packaging** is a process in which raw or partially cooked food is placed in a hermetically sealed, impermeable bag, cooked in the bag, rapidly chilled, and refrigerated at temperatures that inhibit the growth of psychrotrophic pathogens. Psychrotrophic pathogens are those capable of surviving or even thriving in a cold environment.
* **Cook-Chill Packaging** is a process in which cooked food is hot filled into impermeable packaging. As the food is heated, oxygen is driven out of the food. The package is sealed, which maintains a reduced oxygen environment, rapidly chilled, and held cold.

A child nutrition program may elect to use the **Cook-Chill Reduced Oxygen Packaging** method to seal time/temperature control for safety foods cooked, sealed hot, and chilled within the packaging if the **Cook-Chill ROP** process identified in this SOP is followed and meals are made available for on-site consumption.

**Any deviation, such as using another ROP process or delivery of packaged Cook-Chill ROP meals to consumers off-site, requires an equivalent operation plan approved by Kansas Department of Agriculture, Food Safety and Lodging.** Refer to the Kansas Department of Agriculture - Food Safety Program Equivalent Operating Plan Request Form at <https://agriculture.ks.gov/docs/default-source/fsl--forms/variance-request-form-extended.pdf?sfvrsn=cd8caac1_20>

**Instructions for Sealing Time/Temperature Control for Safety Foods Using Cook-Chill Reduced Oxygen Packaging Method**

A child nutrition program that packages time/temperature control for safety, ready-to-eat foods using a **Cook-Chill Reduced Oxygen Packaging** method shall:

* Use the **Cook-Chill ROP** method to seal time/temperature control for safety foods cooked, sealed hot, and chilled within the packaging, as identified in this SOP, **if the foods are made available for on-site consumption.**
* Use of another ROP process requires an equivalent operating plan approved by Kansas Department of Agriculture, Food Safety and Lodging. Refer to the Kansas Department of Agriculture - Food Safety Program Equivalent Operating Plan Request Form.
* Identify and list the time/temperature control for safety foods that will be packaged using the **Cook-Chill ROP** method in the *Using Sealers/ Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods in Child Nutrition Programs* SOP.
* Identify and list the individuals responsible for the **Cook-Chill ROP** method in the operation and ensure they understand the concepts required for a safe process.

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

* Monitor cold holding temperatures of the packaged product at the production site, during transport, and at any satellite distribution sites. Check temperatures on cold holding units that hold ROP foods twice daily.
* Limit distribution to onsite consumption unless an equivalent operating plan is requested and approved by Kansas Department of Agriculture.
* **Delivery or pick up of packaged ROP foods to consumers off-site requires an equivalent operating plan approved by Kansas Department of Agriculture, Food Safety and Lodging.** Refer to the Kansas Department of Agriculture - Food Safety Program Equivalent Operating Plan Request Form.
* For off-site distribution or pick up, include procedures to inform the consumer to maintain the meals at 40°F or less and to consume the product by the 3 day “use by” date identified on the package.

**Steps for Using the Cook-Chill Reduced Oxygen Packaging Method in a Child Nutrition Program:**

* Cook the time/temperature control for safety food to the proper internal temperature required for that food. If a recipe contains a combination of time/temperature control for safety foods, cook the product to the highest required temperature.
* Use a cleaned, sanitized, and calibrated food thermometer to check the internal temperature of the time/temperature control for safetycooked food.
* Do not handle the ready-to-eat cooked food with bare hands.
* Place the time/temperature control for safety cooked food in the package and seal before the food cools to less than 135˚F.
* Ensure single-use containers used for packaging or bagging are stored and handled under proper hygienic conditions. Food packaging is considered a food-contact surface.
* Label with a description and “use by” date of 3 days from when the product is prepared and packaged. The “use by” date is the last date for use of the **Cook-Chill ROP** product if it is held at refrigerated temperatures of 41°F or below.
* Cool the sealed package from 135ºF to 70°F within 2 hours and from 135ºF to 41°F or less within a total of 6 hours.
* Hold **Cook-Chill ROP** time/temperature control for safety foods at 41˚F or below for up to 3 days from the date the product is cooked, sealed hot in packaging, and cooled. **Cold holding must have twice daily checks when holding ROP foods.**
* Hold **Cook-Chill ROP** time/temperature control for safety foods at 0˚F or below for up to two months from when the product is cooked, sealed hot in packaging, cooled, and frozen. **Cold holding must have twice daily checks when holding ROP foods.**

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

* If **Cook-Chill ROP** foods are transferred to other sites, they must be transported and held at 41˚F or below. **Cold holding must have continuous monitoring during transport and storage. Twice daily visual checks of cold holding must occur until distribution to the consumer (child/parent).**
* As a best practice, cooked and cooled packaged foods that are to be eaten cold should be consumed within 30 minutes of removal from cold holding. This best practice further minimizes the risks associated with providing packaged meals to a highly susceptible population (children).
* Thaw **Cook-Chill ROP** foods that have been frozen before they are eaten cold or reheated. A **Cook-Chill ROP** product that has been thawed may not be refrozen.
* Reheat **Cook-Chill ROP** foods to 165°F within 30 minutes from when the packaged food is removed from cold holding. The reheated product should reach165°F within 2 hours of the reheat process.

**LIST OF TIME/TEMPERATURE CONTROL FOR SAFETY FOODS THAT WILL BE PACKAGED USING COOK-CHILL REDUCED OXYGEN PACKAGING METHODS AT THIS SITE:**

The Kansas Department of Agriculture may grant an equivalent operating plan by modifying or waiving the requirements of the Kansas Food Code if a determination is made that the site’s process keeps the food safe and there is little risk of a health hazard.

If a **Reduced Oxygen Packaging** strategy other than **Cook-Chill ROP** is used for time/temperature control for safetymenu items consumed on-site, the program operator must establish a Standard Operating Procedures unique to their situation. The program site must request an equivalent operating plan and receive approval from the Kansas Department of Agriculture for Reduced Oxygen Packaging (ROP) of a time/temperature control for safety food.

If a **Reduced Oxygen Packaging** strategy is used for time/temperature control for safetymenu items to be made available off-site, the program operator must establish a Standard Operating Procedures unique to their situation. The program site must request an equivalent operating plan and receive approval from the Kansas Department of Agriculture for Reduced Oxygen Packaging (ROP) of a time/temperature control for safety food.

**SOP 26 – Using Sealers/Baggers to Package Ready-to-Eat Time/Temperature Control for Safety Foods, continued**

If a **Reduced Oxygen Packaging** strategy is used for time/temperature control for safety menu items that are cooked, sealed hot, and held warm for service, but not held at the required 135˚F, the program operator must establish a Standard Operating Procedures unique to their situation and receive approval for an equivalent operating plan from the Kansas Department of Agriculture for Reduced Oxygen Packaging (ROP) of a time/temperature control for safety food. Using Time as a Public Health Control in this scenario would also require an equivalent operating plan. There is no need for an equivalent operating plan if the program is able to hold the product at or above 135°F and the seal of the ROP menu item is broken before service to the customer.

Refer to the Kansas Department of Agriculture - Food Safety Program Equivalent Operating Plan Request Form at <https://agriculture.ks.gov/docs/default-source/fsl--forms/variance-request-form-extended.pdf?sfvrsn=cd8caac1_20>.

A supervisor will ensure that at least one on-duty staff person is available to ensure safe **Cold-Seal Packaging** (no equivalent operating plan required) or **Cook-Chill Reduced Oxygen Packaging** (possible equivalent operating plan required) of time/temperature control for safety foods in the child nutrition program.

**CORRECTIVE ACTION:**

A supervisor or other designated employee willretrain and/or provide proper direction to staff found not following the procedures in this SOP.

**VERIFICATION and RECORD KEEPING:**

The supervisor or other designated employee will review this SOP annually.

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

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

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

PROCESS 3 for ROP

Cook-Chill Reduced Oxygen Packaging

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE DELIVERIES

STORE TO PREVENT CROSS CONTAMINATION

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures.

Check & Record Temperatures.

COOK-CHILL REDUCED OXYGEN PACKAGING

CCP: Seal cooked food in packaging and label with the production date.

Label with a “use by” date that is within 3 days from preparation and packaging.

COOL

CCP: Cool to Internal Temperature of 70°F or Less within 2 Hours & to 41°F or

Less within total of 6 Hours. Check & Record Temperatures.

COLD HOLD

CCP: Hold at 41oF or below. Check & Record Temperatures.

Must have continuous cold holding monitoring and twice daily recorded checks.

REHEAT (if applicable)

CCP: Reheat to Internal Temperature of 165°F or More within 2 Hours.

Check & Record Temperatures.

HOT HOLD (if applicable)

CCP: Hold at or Above 135°F. Check & Record Temperatures.

SERVE

If ROP meals are offered for take away service, they need to be labeled to inform consumers to maintain at 40°F or less and to consume by the labeled 3 day “use by” date. Equivalent operating plan required.

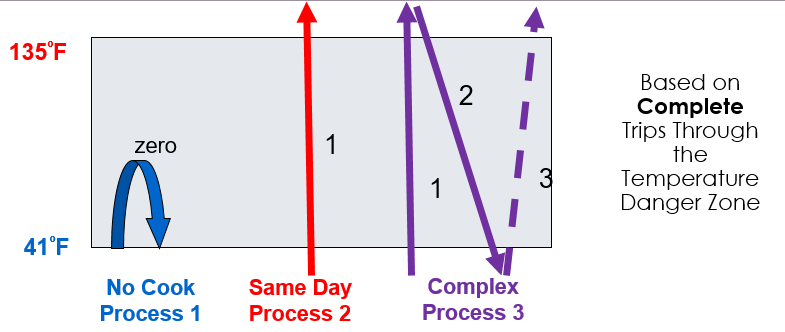
# SECTION 2: Categorizing Menu Items

Explain when and how time/temperature control for safety menu items are categorized as Process 1, Process 2, or Process 3 foods. Explain that non-time/temperature control for safety foods are considered “Other” foods and handled with basic Standard Operating Procedures.

If a cycle menu is used, the Food Service Director or a management team may determine the appropriate process category for each time/temperature control for safety menu item. When new time/temperature control for safety food items are added to the cycle menu, specify who is responsible for assigning a process category to the new item. If the menu varies, explain how the process categories will be assigned and who will be responsible for doing it. For example, will the menu planner be responsible, will lists be sent to each site, or will menu items in each process category be listed on the control measure flow charts in each kitchen?

The food service manager or other designated employee will ensure that all school nutrition program staff understand the process approach to HACCP, the menu item categories, and the necessary control measures for each category.

* All food service staff will be given an overview of the Process Approach to HACCP after being hired and before handling food.
* Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
* Training for employees will be provided on an annual basis.

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**Categorizing Menu Items, continued**

|  |  |  |
| --- | --- | --- |
| **Process 1**  (No Cook) | **Process 2**  (Cook and Serve Same Day) | **Process 3**  (Complex Food Preparation) |
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# SECTION 3: Identifying Control Measures

**Process 1 – No Cook**

**\*\*\* Keep Food Below 41oF \*\*\***

|  |
| --- |
| **Critical Control Point(s):** |

* Holding Cold Time/Temperature Control for Safety Foods – critical limit is 41oF or below

|  |
| --- |
| **Standard Operating Procedures:** |

* Washing Hands (1)
* Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
* Personal Hygiene (3)
* Storing and Using Poisonous or Toxic Chemicals (4)
* Using and Calibrating a Food Thermometer (5)
* Preventing Cross-Contamination During Storage and Preparation (6)
* Cleaning and Sanitizing Food Contact Surfaces (7)
* Receiving Deliveries (8)
* Handling a Food Recall (9)
* Washing Fresh Fruits and Vegetables (10)
* Controlling Time and Temperature During Preparation (11)
* Holding (Hot and) Cold Time/Temperature Control for Safety Foods (13)
* Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods (14)
* Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods (15)
* Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
* Serving Food (17)
* Preventing Cross-Contamination at Food Bars (if applicable) (18)
* Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control (21)
* Preparation of Foods with Potential to Cause Allergic Reactions (22)
* Returned Food and Re-service of Food/Share Tables (23)
* Body Fluids Cleanup (24)
* Viral Pandemic Responses (25)

**Process 2 – Cook and Serve the Same Day**

**\*\*\*Cook to Correct Temperature. Hold and serve at 135° F or above \*\*\***

|  |
| --- |
| **Critical Control Point(s):** |

* Cooking Time/Temperature Control for Safety Food (12)
* Holding Hot Time/Temperature Control for Safety Foods (13)
* See KSDE’s Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Kansas Food Code.

|  |
| --- |
| **Standard Operating Procedures:** |

* Washing Hands (1)
* Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
* Personal Hygiene (3)
* Storing and Using Poisonous or Toxic Chemicals (4)
* Using and Calibrating a Food Thermometer (5)
* Preventing Cross-Contamination During Storage and Preparation (6)
* Cleaning and Sanitizing Food Contact Surfaces (7)
* Receiving Deliveries (8)
* Handling a Food Recall (9)
* Controlling Time and Temperature During Preparation (11)
* Cooking Time/Temperature Control for Safety Foods (12)
* Holding Hot and Cold Time/Temperature Control for Safety Foods (13)
* Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods (14)
* Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
* Serving Food (17)
* Preventing Cross-Contamination at Food Bars (if applicable) (18)
* Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control (21)
* Preparation of Foods with Potential to Cause Allergic Reactions (22)
* Body Fluids Cleanup (24)
* Viral Pandemic Responses (25)

**Process 3 – Cook, Cool, Reheat, Serve (Complex)**

**\*\*\*Limit Time in the Danger Zone (41 – 135 degrees F) \*\*\***

|  |
| --- |
| **Critical Control Point(s):** |

* Cooking Time/Temperature Control for Safety Food (12)
* Cooling Time/Temperature Control for Safety Foods (19)
* Reheating Time/Temperature Control for Safety Food (20)
* Holding Hot Time/Temperature Control for Safety Foods (13)
* See KSDE’s Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Kansas Food Code.

|  |
| --- |
| **Standard Operating Procedures:** |

* Washing Hands (1)
* Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
* Personal Hygiene (3)
* Storing and Using Poisonous or Toxic Chemicals (4)
* Using and Calibrating a Food Thermometer (5)
* Preventing Cross-Contamination During Storage and Preparation (6)
* Cleaning and Sanitizing Food Contact Surfaces (7)
* Receiving Deliveries (8)
* Handling a Food Recall (9)
* Controlling Time and Temperature During Preparation (11)
* Cooking Time/Temperature Control for Safety Foods (12)
* Holding Hot and Cold Time/Temperature Control for Safety Foods (13)
* Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods (15)
* Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
* Serving Food (17)
* Preventing Cross-Contamination at Food Bars (if applicable) (18)
* Cooling Time/Temperature Control for Safety Foods (19)
* Reheating Time/Temperature Control for Safety Foods (20)
* Preparation of Foods with Potential to Cause Allergic Reactions (22)
* Body Fluids Cleanup (24)
* Viral Pandemic Responses (25)

PROCESS 1

No Cook

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COLD HOLD

CCP: Hold at or Below 41oF.

Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 2

Cook & Serve Same Day

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures.

Check & Record Temperatures.

HOT HOLD

CCP: Hold at or Above 135oF.

Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 3

Cook, Cool, Reheat, Serve (Complex)

ALL

Washing Hands, Using Suitable Utensils When Handling Ready-to-Eat Foods, Personal Hygiene, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating a Food Thermometer

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Preventing Cross-Contamination During (Storage and) Preparation, Cleaning & Sanitizing Food Contact Surfaces, Washing Fresh Fruits & Vegetables

COOK

CCP: Cook to Minimum Internal Temperatures.

Check & Record Temperatures

COOL

CCP: Cool to Internal Temperature of 70oF or Less within 2 Hours & to 41oF or Less within an Additional 4 Hours. Check & Record Temperatures.

REHEAT

CCP: Reheat to Internal Temperature of 165oFor More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold at or Above 135oF. Check & Record Temperatures.

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

**Internal Temperatures for Cooked Time and Temperature Control for Safety (TCS) Foods**

**Minimum Internal Temperatures Required by KSDE and KDA**

Leftovers; casseroles; stuffed meats, fish, and pastas; microwaved items 165° F

Poultry (breasts, legs, wings, ground) 165° F

Ground meats (beef, pork, veal, lamb, game animals) 155° F

Ham, bacon, and other tenderized/injected meats 155° F

Flaked or ground fish (sticks, nuggets) 155° F

Egg dishes (cooked for later service) 155° F

Intact roasts (beef, pork, veal, lamb, commercially-raised game animals) 145° F

Fish and foods containing fish 145°F

Plant foods, including fruits and vegetables (cooked for hot holding) 135° F

# SECTION 4: Monitoring

**Supervisor Responsibilities:**

* The supervisor for each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and Critical Control Points (CCPs) at the required frequency and are documenting required records.
* The supervisor will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
* Although monitoring is an ongoing activity, a formal monitoring checklist has been developed and must be completed on a monthly basis. The checklist is included on the following page.

**Food Service Staff Responsibilities:**

* Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
* Food service staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

**MONTHLY FOOD SAFETY CHECKLIST**

**Directions:** Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

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

Personal Dress and Hygiene

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Employees wear proper uniform or clean outer clothing, including proper shoes. |  |  |  | Eating, drinking, chewing gum are observed only in designated areas away from work areas. |  |  |  |
| Effective hair covering is properly worn. |  |  |  | Disposable tissues are used and disposed of when coughing/blowing nose. |  |  |  |
| Fingernails are short, unpolished, and clean. |  |  |  | Employees take appropriate action when coughing or sneezing. |  |  |  |
| Jewelry is limited to simple secured earrings and plain ring. |  |  |  | Single-use food gloves worn when handling ready to eat foods with the hands. |  |  |  |
| Single-use food gloves are changed at critical points. |  |  |  | Hands are washed thoroughly using proper hand washing procedures at critical points. |  |  |  |
| Open sores, cuts, or splints and bandages on hands are completely covered with a single-use food glove while handling food and touching food-contact surfaces. |  |  |  | Employees do not use tobacco products on any school properties. |  |  |  |

Food Storage and Dry Storage

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Dry storage temperature is between 50° F and 70° F (recommended). |  |  |  | There are no bulging or leaking canned goods in storage. |  |  |  |
| All food and paper supplies are 6 inches off floor (required). |  |  |  | Food is protected from contamination. |  |  |  |
| All food is labeled with delivery date or delivery sticker for rotation purposes. |  |  |  | All surfaces and floors are clean. |  |  |  |
| The FIFO (first in, first out) method of inventory is being practiced. |  |  |  | Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons). |  |  |  |
| Open bags of food are stored in containers with tight fitting lids and labeled. |  |  |  |  |  |  |  |

Large Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment. |  |  |  | Loading dock and area around dumpster are clean and odor free. |  |  |  |
| Food slicer is broken down, cleaned, and sanitized before and after use. |  |  |  | Exhaust hood and filters are clean. |  |  |  |
| Boxes, containers, and recyclables are removed from site. |  |  |  |  |  |  |  |

Refrigerator, Freezer, and Milk Cooler

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Thermometers are available and accurate. |  |  |  | Proper chilling procedures are used. |  |  |  |
| Temperature is appropriate for pieces of equipment. |  |  |  | All food is properly wrapped, labeled, and dated. |  |  |  |
| Food is stored 6 inches off floor in walk-ins. |  |  |  | The FIFO method of inventory is used. |  |  |  |
| Units are clean and neat. |  |  |  | Air temperature of all refrigerators and freezers is monitored and documented daily. |  |  |  |
| Temperature of cold time/temperature control for safety foods being held is at or below 41°F. |  |  |  |  |  |  |  |

**MONTHLY FOOD SAFETY CHECKLIST, continued**

Food Handling

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Frozen food is thawed properly. |  |  |  | Food is tasted using the proper procedure. |  |  |  |
| All food stored or prepared in facility is from approved sources. |  |  |  | Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  |
| Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. |  |  |  | Food is cooked to the required safe internal temperature for the appropriate time and tested with a calibrated food thermometer. |  |  |  |
| Food is handled with suitable utensils, such as single use gloves or tongs. |  |  |  | Clean, reusable towels are used only for cleaning and sanitizing equipment, surfaces and not for drying hands, utensils, or floor. |  |  |  |
| Food is prepared in small batches to limit the time it is in the temperature danger zone. |  |  |  |  |  |  |  |

Utensils and Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses. |  |  |  | Thermometers are cleaned and sanitized after each use. |  |  |  |
| Small equipment and utensils are air-dried. |  |  |  | Thermometers are calibrated every 2 weeks. |  |  |  |
| Work surfaces are clean to sight and touch. |  |  |  | Can opener is clean to sight and touch. |  |  |  |
| Work surfaces are cleaned and sanitized between uses. |  |  |  | Drawers and racks are clean. |  |  |  |
| Small equipment is inverted, covered, or otherwise protected from contamination when stored. |  |  |  | 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. |  |  |  |

Hot Holding

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Hot holding unit is clean. |  |  |  | Temperature of hot time/temperature control for safety food being held is at or above 135º F. |  |  |  |
| Food is heated to the required safe internal temperature before placing in hot holding. |  |  |  | Food is protected from contamination. |  |  |  |
| Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  | Hot holding unit is pre-heated before hot food is placed in unit. |  |  |  |

Cleaning and Sanitizing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Three-compartment sink is properly set up for ware washing. |  |  |  | Chemical sanitizer is mixed correctly, and sanitizer strip is used to test chemical concentration. |  |  |  |
| Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels). |  |  |  | Water is clean and free of grease and food particles. |  |  |  |
| Water temperatures are correct for wash and rinse. |  |  |  | Smallware and utensils are allowed to air dry. |  |  |  |
| If heat sanitizing is used, the utensils are allowed to remain immersed in 171º F water for 30 seconds. |  |  |  | Wiping cloths are stored in sanitizing solution while in use. |  |  |  |

Garbage Storage and Disposal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Inside waste receptacles shall be durable, cleanable, insect/rodent resistant, leakproof, and nonabsorbent and kept covered when not in continuous use. |  |  |  | Boxes and containers are removed from site. |  |  |  |
| Inside kitchen garbage cans are emptied as necessary and kept clean. |  |  |  | Outside loading dock and area around outside dumpster/trash receptacles/recyclables are clean. |  |  |  |
| Outside trash receptacles are constructed to have cover/lids and are kept closed. |  |  |  |  |  |  |  |

Pest Control

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Outside doors have screens, are well-sealed, and are equipped with a self-closing device. |  |  |  | There is a regular schedule of pest control by licensed pest control operator. |  |  |  |
| Pests are eliminated by eliminating harborage conditions (what they need to survive). |  |  |  | No evidence of pests is present. |  |  |  |

# SECTION 5: Corrective Actions

**Determining Corrective Actions:**

* The food service director or manager (i.e. the person responsible for food service management and operations for this sponsor), is responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
* Corrective actions for CCPs are listed on the following pages.
* Corrective actions are also outlined in the SOPs.
* The food service director or manager will review and update all corrective actions at least annually.

**Training:**

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

**Documenting Corrective Actions:**

* Food service staff will be responsible for documenting any non-routine corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs. In most cases, these will be written directly on the recording form for the temperature in question, either in a separate column or on the back of the form.

**Corrective Actions for Critical Control Points on**

**Time/Temperature Control for Safety (TCS) Foods**

| **Critical Control Point (CCPs)** | **Situation** | **Corrective Actions** |
| --- | --- | --- |
| Cooking | If a TCS food does not reach the required minimum internal temperature for that type of food… | * Continue cooking. * Properly thaw in advance. * Retest with calibrated thermometer. * Check oven temperature. |
| Reheating | If a TCS food is not reheated to 165°F within 2 hours... | * Discard the food. |
| Cooling – Stage One | If a TCS food is above 70°F and it is more than 2 hours into the cooling process… | * Discard the food. |
| Cooling – Stage Two | If a TCS food is above 41°F and it is more than 6 hours into the cooling process… | * Discard the food. |
| Hot Holding | If a hot TCS food dips below 135°F… | * Retest with calibrated thermometer. * Reheat to 165°F. * Check hot holding equipment. |
| Cold Holding | If a cold TCS food rises above 41°F… | * Retest with calibrated thermometer. * Chill to 41°F or below. * Check cold holding equipment. |

# SECTION 6: Recordkeeping

**Staff Responsibility:**

* All food service staff will be held responsible for recordkeeping duties as assigned. Overall,      *(insert name and title)* will be responsible for making sure that records are being made and for filing records in the proper place.

**Recordkeeping Procedure:**

* All active logs will be kept in the kitchen for ease of use.
* All forms/logs will be replaced as needed and multiple employees will know where to find blank replacement forms.
* All completed logs and forms will be filed *(specify exact location)*.

**Training:**

* The *(job title only)*       is responsible for educating all food service personnel on the use and importance of recording critical information.

**Maintenance of Records:**

* All records will be maintained for at least two years and/or until a representative of Child Nutrition & Wellness, Kansas State Department of Education gives permission for the records to be discarded.

**Documentation (Records) Documentation Schedule**

**Food Production Records**

Cooking-Reheating Temperature Log Daily

Time and Temperature for Holding Daily

Service Temperature Log Daily

Damaged or Discarded Product Log As necessary

Cooling Temperature Log To show proof that cooling procedures were tested for thick foods, thin foods, and textured foods

**Equipment Records**

Receiving Log Each Delivery

Food Transport Sheet Each Delivery to Satellites

Daily Refrigerator / Freezer Temperature Log Daily

Dry Storage Room Temperature Log As necessary (optional)

Thermometer Calibration Log Every 2 Weeks

Dishmachine Temperature Log Recommended Daily (optional)

Sanitizer Test Strip Log Recommended Daily (optional)

**Review Records**

Food Safety Checklist Monthly

Review & Revise the HACCP Food Safety Plan Annually

**Training Logs**

Food Safety Training Plan and Record (KSDE’s) On-going

**Corrective Action Records** As necessary

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cooking-Reheating Temperature**  **Instructions:** Take and record the temperature of time/temperature control for safety foods at the end of the designated cooking period. Continue cooking if needed until the minimum internal temperature required by KSDE is reached and record the final temperature. You do not need to record a second temperature if the required temperature is reached when first checked. | | | | | | | | |
| **Date** | **Food Item** | **1st Measurement** | | | **2nd Measurement** | | | **Corrective Action** |
|  |  | Time | Temp | Initials | Time | Temp | Initials |  |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Time and Temperature for Holding**  **Instructions:** Take and record the temperature of time/temperature control for safety foods when placed in holding units and when removed from holding units or after two hours (whichever is less). If pans are moved directly from ovens to holding units, simply record the end cooking temperature on this form. | | | | | | | | |
| **Date** | **Food Item** | **1st Measurement**  **(e.g. enter holding)** | | | **2nd Measurement**  **(e.g. exit holding)** | | | **Corrective Action** |
|  |  | Time | Temp | Initials | Time | Temp | Initials |  |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Service Temperature Log**  **Instructions:** Take the temperature of all time/temperature control for safety foods when placed on the serving line and when removed from the line. | | | | | | | | | | | |
| Date | | Menu Item | Start | | | End | | | | Corrective Action | |
|  |  | | Time | Temp | Initials | | Time | Temp | Initials | |  |
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Please report readings that do not fall in the optimal ranges to the unit supervisor. Corrective action must be noted if temperatures fall outside of appropriate range.

Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Damaged or Discarded Product Log**  **Instructions:** Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of two years and until given permission to discard it. | | | | | |
| Date | Product Name / Brand / Company | Quantity | Action Taken (Hold, Return, Discard) | Reason | Initials |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cooling Temperature Log**  **Instructions:** Record temperatures every hour during the cooling cycle to determine cooling procedures for thick foods, thin foods, and textured foods. Record corrective actions, if applicable. Attach this log to the Standard Operating Procedure (SOP) you write on your cooling procedures. Keep it in your HACCP plan. The Cooling Temperature Log or other appropriate log shall be kept on file to show proof safe cooling procedures were tested for each type of food and that they work for that site. | | | | | | | | | | | | | | | |
| **Date** | **Food Item** | **Time** | **Temp** | **Time** | **Temp** | **Time** | **Temp** | **Time** | **Temp** | **Time** | **Temp** | **Time** | **Temp** | **Corrective Action Taken** | **Initials** |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Receiving Log**  **Instructions:** Use this log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken. A supervisory employee will verify that correct procedures are being followed and will initial and date the bottom of the form. | | | | | | |
| Date | Time | Vendor or School | Product Name | Temperature | Corrective Action | Initials |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Transport Sheet

**Serving Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Menu:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Meals Ordered** \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Meals** \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Adult Meals** \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Extra Milk** \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Menu Item** | **Portion Size** | **Number Portions**  **Sent** | **Cart Loaded**  **√** | **Temp.**  **at Base Kitchen** | **Temp. at Serving**  **Site** | **Temp. at Time of Service** |
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Comments:

Supplies Needed:

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| **Daily Refrigerator / Freezer Temperature Log**  **Instructions:** This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature, and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products, but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36oF and 41oF. Freezers should be between -10oF and 0oF. | | | | | | | |
| **Month/Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Location/Unit Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Date** | **Time Temp. Taken**  **<AM>** | **Temperature** | | **Food Service Worker’s Initials** | **Time Temp. Taken**  **<PM>** | **Temperature** | **Food Service Worker’s Initials** |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Daily Refrigerator / Freezer Temperature Log**  **Instructions:** This log will be maintained for all refrigerators and freezers (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature, and their initials once each day. It is not necessary to check temperatures of food products, but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36oF and 41oF. Freezers should be between -10oF and 0oF. | | | | | | | |
| **Month:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Date** | **Reach-in Refrig.** | **Snack Freezer** | **Milk Cooler** | | **Walk-in Freezer** | **Walk-in Refrig.** | **Employee’s Initials** | |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Dry Storage Room Temperature Log**  **(optional or if problems occur that require tracking)**  **Instructions:** Use this log to record the temperature in all dry storage areas used to store food. The ideal temperature is between 50oF and 70oF. A designated food service employee should record the date, temperature (as seen on a hanging thermometer), and their initials on the log. A supervisory employee should verify that food service employees have taken the temperatures by reviewing, initialing, and dating this log. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, describe the action taken in the last column.  **Location/Unit Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Date** | **Temperature** | **Food Service Worker’s Initials** | **Corrective Action** |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Thermometer Calibration Log**  **Instructions:** Check and calibrate all bi-metallic stemmed (instant-read) and probe thermometers in this facility every two weeks and any time a food thermometer is dropped or bumped. Food service employees should record some common way to identify each food thermometer (a cook’s name, the location in which each thermometer is kept, a number written on each thermometer case, etc.), the date of calibration, the temperature prior to calibration, and their initials. A supervisory employee should verify that food service employees have calibrated all food thermometers as scheduled by visually monitoring food service employees and by reviewing, initialing, and dating a random sample of these logs. Maintain this log for a minimum of two years and/or until given permission to discard it. If corrective action is required, explain the action taken in the last column.  **Number of Food Thermometers in Facility:** \_\_\_\_\_\_\_\_\_\_ | | | | |
| **Identification of Food Thermometer** | **Date**  (of Calibration) | **Temperature When Checked** | **Calibrated By** (Food Service Worker’s Initials) | **Corrective Action** |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Dishmachine Temperature Log**  **(recommended daily)**  **(required if there are ongoing problems with dishmachine temperatures)**  **School/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month:\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_** | | | | | | | |
| **Date** | **Meal** | **Initials** | **Wash** | **Final**  **Rinse** | **Water**  **Press.** | **Thermal Strip** | **Corrective Action** |
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| **Directions:**   1. Complete this form prior to each meal. 2. Attach thermal strip to a tray or plate and run through machine. 3. Record date, initials, and temperatures for each compartment. 4. If temperatures are outside the acceptable range or the thermal strip does not turn to black, indicate corrective action on form. | | | | | | **Temperature Standards for Your Type of Machine & Sanitizer:**   * **Wash temperature:      oF** * **Final rinse temperature:      oF** * **Final rinse pressure: 15-25 psi** | |

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| **Sanitizer Test Strip Log**  **(recommended daily)**  **Instructions:** Use this log to record sanitizer concentrations daily. A designated food service employee should record the date, time, concentration level, and their initials on the log. A supervisory employee should verify that food service employees have taken concentrations and are using appropriate test strips for the sanitizing solution by visually monitoring food service employees and reviewing, initialing, and dating this log. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, describe the action taken in the last column.  **Type of Sanitizer Used:**  Bleach/Chlorine  Quaternary Ammonium  Other: \_\_\_\_\_\_\_\_\_\_\_\_  **Concentration specified on manufacturer’s label:** \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Time** | **Date** | **Test Strip Results**  (write “ok” if test reveals appropriate concentration) | **Food Service Worker’s Initials** | **Corrective Action** |
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Supervisory Employee’s Initials and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MONTHLY FOOD SAFETY CHECKLIST**

**Directions:** Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

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

Personal Dress and Hygiene

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Employees wear proper uniform or clean outer clothing, including proper shoes. |  |  |  | Eating, drinking, chewing gum are observed only in designated areas away from work areas. |  |  |  |
| Effective hair covering is properly worn. |  |  |  | Disposable tissues are used and disposed of when coughing/blowing nose. |  |  |  |
| Fingernails are short, unpolished, and clean. |  |  |  | Employees take appropriate action when coughing or sneezing. |  |  |  |
| Jewelry is limited to simple, secured earrings and plain ring. |  |  |  | Single-use food gloves worn when handling ready to eat foods with the hands. |  |  |  |
| Single-use food gloves are changed at critical points. |  |  |  | Hands are washed thoroughly using proper hand washing procedures at critical points. |  |  |  |
| Open sores, cuts, or splints and bandages on hands are completely covered with a single-use food glove while handling food and touching food-contact surfaces. |  |  |  | Employees do not use tobacco products on any school properties. |  |  |  |

Food Storage and Dry Storage

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Dry storage temperature is between 50° F and 70° F (recommended). |  |  |  | There are no bulging or leaking canned goods in storage. |  |  |  |
| All food and paper supplies are 6 inches off floor (required). |  |  |  | Food is protected from contamination. |  |  |  |
| All food is labeled with delivery date or delivery sticker for rotation purposes. |  |  |  | All surfaces and floors are clean. |  |  |  |
| The FIFO (first in, first out) method of inventory is being practiced. |  |  |  | Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons). |  |  |  |
| Open bags of food are stored in containers with tight fitting lids and labeled. |  |  |  |  |  |  |  |

Large Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment. |  |  |  | Loading dock and area around dumpster are clean and odor free. |  |  |  |
| Food slicer is broken down, cleaned, and sanitized before and after use. |  |  |  | Exhaust hood and filters are clean. |  |  |  |
| Boxes, containers, and recyclables are removed from site. |  |  |  |  |  |  |  |

Refrigerator, Freezer, and Milk Cooler

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Thermometers are available and accurate. |  |  |  | Proper chilling procedures are used. |  |  |  |
| Temperature is appropriate for pieces of equipment. |  |  |  | All food is properly wrapped, labeled, and dated. |  |  |  |
| Food is stored 6 inches off floor in walk-ins. |  |  |  | The FIFO method of inventory is used. |  |  |  |
| Units are clean and neat. |  |  |  | Air temperature of all refrigerators and freezers is monitored and documented daily. |  |  |  |
| Temperature of cold time/temperature control for safety foods being held is at or below 41°F. |  |  |  |  |  |  |  |

**MONTHLY FOOD SAFETY CHECKLIST, continued**

Food Handling

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Frozen food is thawed properly. |  |  |  | Food is tasted using the proper procedure. |  |  |  |
| All food stored or prepared in facility is from approved sources. |  |  |  | Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  |
| Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. |  |  |  | Food is cooked to the required safe internal temperature for the appropriate time and tested with a calibrated food thermometer. |  |  |  |
| Food is handled with suitable utensils, such as single use gloves or tongs. |  |  |  | Clean, reusable towels are used only for cleaning and sanitizing equipment, surfaces and not for drying hands, utensils, or floor. |  |  |  |
| Food is prepared in small batches to limit the time it is in the temperature danger zone. |  |  |  |  |  |  |  |

Utensils and Equipment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses. |  |  |  | Thermometers are cleaned and sanitized after each use. |  |  |  |
| Small equipment and utensils are air-dried. |  |  |  | Thermometers are calibrated every 2 weeks. |  |  |  |
| Work surfaces are clean to sight and touch. |  |  |  | Can opener is clean to sight and touch. |  |  |  |
| Work surfaces are cleaned and sanitized between uses. |  |  |  | Drawers and racks are clean. |  |  |  |
| Small equipment is inverted, covered, or otherwise protected from contamination when stored. |  |  |  | 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. |  |  |  |

Hot Holding

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Hot holding unit is clean. |  |  |  | Temperature of hot time/temperature control for safety food being held is at or above 135º F. |  |  |  |
| Food is heated to the required safe internal temperature before placing in hot holding. |  |  |  | Food is protected from contamination. |  |  |  |
| Hot holding units are not used to reheat time/temperature control for safety foods. |  |  |  | Hot holding unit is pre-heated before hot food is placed in unit. |  |  |  |

Cleaning and Sanitizing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Three-compartment sink is properly set up for ware washing. |  |  |  | Chemical sanitizer is mixed correctly, and sanitizer strip is used to test chemical concentration. |  |  |  |
| Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels). |  |  |  | Water is clean and free of grease and food particles. |  |  |  |
| Water temperatures are correct for wash and rinse. |  |  |  | Smallware and utensils are allowed to air dry. |  |  |  |
| If heat sanitizing is used, the utensils are allowed to remain immersed in 171º F water for 30 seconds. |  |  |  | Wiping cloths are stored in sanitizing solution while in use. |  |  |  |

Garbage Storage and Disposal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Inside waste receptacles shall be durable, cleanable, insect/rodent resistant, leakproof, and nonabsorbent and kept covered when not in continuous use. |  |  |  | Boxes and containers are removed from site. |  |  |  |
| Inside kitchen garbage cans are emptied as necessary and kept clean. |  |  |  | Outside loading dock and area around outside dumpster/trash receptacles/recyclables are clean. |  |  |  |
| Outside trash receptacles are constructed to have cover/lids and are kept closed. |  |  |  |  |  |  |  |

Pest Control

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Corrective Action |  | Yes | No | Corrective Action |
| Outside doors have screens, are well-sealed, and are equipped with a self-closing device. |  |  |  | There is a regular schedule of pest control by licensed pest control operator. |  |  |  |
| Pests are eliminated by eliminating harborage conditions (what they need to survive). |  |  |  | No evidence of pests is present. |  |  |  |

**Food Safety Training Plan and Record**

**INSTRUCTIONS:**

* List all employees and complete food safety training information for each person or keep food safety training records in KN-CLAIM.
* "Job Group 1" includes school food service directors, supervisors, coordinators, managers, and head cooks.
* "Job Group 2" includes all other employees.
* For each employee, circle or highlight the abbreviated name of the class completed:

Food Safety Basics = FSB; Food Safety in Schools = FSIS; ServSafe = SRV, Locally developed class = LDC

* Retain this record (or keep records in KN-CLAIM) and a copy of individual class completion certificates on file for review or audit.
* Make additional copies of this form if you have more than 20 employees.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Employee Name** | **Job**  **Group**  **1 or 2** | **Date**  **Hired**  **Mo./Yr.** | **Date**  **Termi-**  **nated**  **Mo./Yr.** | **Date**  **Training**  **Must Be**  **Completed**  **Mo./Yr.** | **Training Completed** | |
| **Circle or Highlight Class Name Abbreviation** | **Class**  **Date**  **Mo./Yr.** |
|  |  |  |  |  |  | FSB  FSIS  SRV  LDC |  |
|  |  |  |  |  |  | FSB  FSIS  SRV  LDC |  |
|  |  |  |  |  |  | FSB  FSIS  SRV  LDC |  |
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# SECTION 7: Review of HACCP Food Safety System and Plan

Review the site’s food safety system annually using the Worksheet to Review and Revise the HACCP Food Safety Plan.Complete and file in Section 7 of the HACCP Food Safety Plan.

**Worksheet to Review and Revise the HACCP Food Safety Plan**

Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of person responsible for review and revisions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have there been changes in:**

Menu items  Equipment  Kansas Food Code  Vendors  Operating Procedures

No Changes  If No Changes, go to Question 2.

**Has the HACCP Food Safety Plan been modified to reflect these changes?**

Yes  No  If no, modify plan before continuing review. Date modified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are Standard Operating Procedures (SOPs) accurate and current for your operational procedures?**

Yes  No  If no, update SOPs (cross out or re-write as needed). Date modified\_\_\_\_\_\_\_\_\_

1. **Are the lists of foods in Processes 1, 2, and 3 accurate and current?**

Yes  No  If no, update Process Charts. Date updated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are Critical Control Points-CCPs and Critical Limits-CLs correctly identified and appropriate to control each hazard to ensure safe food?**

Yes  No  If no, update Control Measures. Date updated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are effective Monitoring Procedures being used?**

Yes  No  If no, initiate/update monitoring procedures. Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are appropriate Corrective Actions taken to ensure foods are purchased, received, stored, prepared, held, and served safely?**

Yes  No  If no, update corrective action plan. Date updated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Does the existing Record Keeping System provide adequate documentation that SOPs and CCPs are met and corrective actions are taken when needed?**

Yes  No  If no, update record keeping procedures. Date updated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Who is responsible for verifying that the required records and logs are being completed accurately and properly maintained?**

Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no one is identified, identify who is responsible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Do managers and staff demonstrate knowledge of the HACCP Food Safety Plan?**

Yes  No  If no, complete HACCP Training. Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, Review of HACCP Food Safety Plan is complete.

1. **Changes made to the HACCP Food Safety Plan were conveyed to all school nutrition**

**employees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Worksheet to Review and Revise the HACCP Food Safety Plan, *cont.***

**Logs/Records for Monitoring the HACCP Food Safety Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record or Log** | **Required** | **Documentation Schedule** | **Completed** | | **Comments/Suggestions for Improvements** |
| **Yes** | **No** |
| Cooking-Reheating Temperatures | Yes | Daily-All Meals |  |  |  |
| Time and Temperature for Holding | Yes | Daily-All Meals |  |  |  |
| Service Temperature & End of Last Serving Period | Yes | Daily-All Meals |  |  |  |
| Damaged or Discarded Product | Yes | As Necessary |  |  |  |
| Cooling Temperature | Yes, for SOP | As Necessary for SOP |  |  |  |
| Receiving | Yes | Each Delivery |  |  |  |
| Food Transport Sheet | Yes | Each Delivery to Satellites |  |  |  |
| Refrigerator/Freezer Temperature | Yes | Daily |  |  |  |
| Dry Storage Room Temperature | No | As Necessary |  |  |  |
| Thermometer Calibration | Yes | Every 2 Weeks |  |  |  |
| Dishmachine Temperature | No | Recommended Daily |  |  |  |
| Sanitizer Test Strip | No | Recommended Daily |  |  |  |
| Monthly Food Safety Checklist | Yes | Monthly |  |  |  |
| Worksheet to Review/Revise HACCP Food Safety Plan | Yes | Annually |  |  |  |
| Food Safety Training Plan and Record in KN-CLAIM | Yes | On-Going |  |  |  |
| Corrective Action Records | Yes | As Necessary |  |  |  |