



NEW VILLAGE
GIRLS ACADEMY
reimagine what's possible

Food Safety Program Policy 2022-2023

Based on Process Approach to Hazard Analysis Critical Control Point (HACCP). Adapted for a School Purchasing Meals from Food Vendor with No On-Site Food Preparation and No Leftovers.

School Information

1. Name of School Agency: New Village Girls Academy
2. Name of Serving Site: New Village Girls Academy
3. Name and Title of Person in Charge for Food Service at this Site: Yolanda Molina, Office Manager
4. Type of Site: No on-site food preparation and storage of milk– All food items delivered daily are ready-to-serve. The milk component is delivered to the site with the meals. All leftovers are discarded.
5. Number of daily meals served: 5 days/week, amount varies depending on enrollment & attendance

Breakfast: varies Lunch: varies After School Care Snacks: 0

6. Number of food service employees/volunteers working at this site: 1 part-time & 1 full-time
7. Equipment used at site for school meal preparation and service:
 - a. Milk coolers
 - b. Food pan carrier
 - c. Serving Tables
 - d. Crates

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Holding Hot and Cold Potentially Hazardous Foods

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

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

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

Instructions:

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

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot-held foods:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below

before use and at least every 4 hours thereafter during all hours of operation.

Corrective Action:

For hot foods:

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

For cold foods:

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

Verification and Record Keeping:

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

Personal Hygiene

Purpose: To prevent contamination of food by foodservice employees

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee health policy and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
11. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist,

cover with an impermeable cover such as a finger cot or stall and a single-use glove.

12. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. Taste food the correct way:
14. Place a small amount of food into a separate container.
15. Step away from exposed food and food contact surfaces.
16. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
17. Wash hands immediately.
18. Wear suitable and effective hair restraints while in the kitchen.
19. Follow State and local public health requirements.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Receiving Deliveries

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

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

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

Instructions:

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

8. Compare delivery invoice against products ordered and products delivered.
9. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination.
2. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
3. Check the temperature of refrigerated foods.
 - a. The temperature of milk products should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
4. Check dates of milk and other perishable goods to ensure safety and quality.
5. Check the integrity of food packaging.
6. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action:

Reject the following:

- Punctured packages
- Expired foods
- Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

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

Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination

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

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

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Label and date all poisonous or toxic chemicals with the common name of the substance.
3. Store all chemicals in a designated secured area away from food and food

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Using Suitable Utensils When Handling Ready-to-Eat Foods

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

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

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

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Washing Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash

and store fresh fruits and vegetables.

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands

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

Keywords: Handwashing, Cross-Contamination

Instructions:

1. Train any individual who prepares or serves food on proper handwashing. Training may include viewing a handwashing video and demonstrating proper handwashing procedure.
2. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
3. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
5. Keep handwashing sinks accessible anytime employees are present.
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves

- After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper handwashing procedures as indicated below:
- Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
- Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the 2001 FDA Food Code. Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Using and Verifying Thermometers

Purpose: To prevent foodborne illness by ensuring that the appropriate type of thermometers are used to measure internal product temperatures and that thermometers used are correctly verified for accuracy.

Scope: This procedure applies to foodservice employees who prepare, reheat, and cool food.

Key Words: Thermometers, Verification

Instructions:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, nuggets, hot dogs, and sausage patties, must be taken using a digital thermometer with a thin probe.
 - Use only oven-safe thermometers when measuring temperatures of food while reheating in an oven.
4. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

Monitoring:

1. Foodservice employees will use the ice-point method to verify the accuracy of digital food thermometers. This is known as verification of the thermometer since our digital thermometers cannot be calibrated.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (+ 2 °F). If not, discard and replace with a new one.
3. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question
 - To ensure the battery level

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
 2. When a thermometer gets dropped or used to measure extreme temperatures, verify it still works well; if not, change a new one.
 3. Change to a new thermometer when battery is low or expired.
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4. Retrain employees who are using or verifying food thermometers improperly.

Verification and Record Keeping:

Foodservice employees will record the thermometer verification results and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is checked. The foodservice Manager will verify that foodservice employees are using and verifying thermometers properly by making visual observations of the employees during the verification process and all operating hours. The foodservice manager will review the Thermometer Calibration Log monthly. The Verification Log will be kept on file a minimum of 1 year.

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 school nutrition employees involved in cleaning and sanitizing food contact surfaces.

Key Words: Food Contact Surface, Cleaning, Sanitizing

Instructions:

1. Train school nutrition employees on using the procedures in this SOP.
 2. Follow state or local health department requirements.
 3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
 4. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use.
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - Any time contamination occurs or is suspected.
 5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.
 6. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171
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°F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

Monitoring:

School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.

Corrective Action:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

Verification and Record Keeping:

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

Communicating During a Foodborne Illness Outbreak

Purpose: To rapidly communicate foodborne illness outbreak alerts and prevention strategies to child nutrition staff, students, and parents.

Scope: This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

Key Words: Norovirus, Communication, Training

Instructions:

1. When a suspected foodborne illness outbreak within the school is reported, the school nutrition
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manager will

- Work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
 - Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
 - Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
 - Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
 - Foodborne illness symptoms and transmission
 - Required reporting of symptoms and illnesses
 - Employee exclusion and restriction policies
 - Handwashing and personal hygiene procedures
 - No bare hand contact policies
2. The school nutrition manager will work in cooperation with school administration and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
- Student communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Staying home when sick
 - Responding when the student or classmate becomes sick
 - Parent and media communication plans will cover
 - Foodborne illness symptoms
 - How foodborne illness is spread
 - Handwashing for prevention
 - Caring for an ill family member
 - When ill students should be kept out of school and when recovering students can return to school
3. All school nutrition employees will adhere to school and media communication policies.

Monitoring:

The school nutrition manager will document school nutrition employee training.

The designated school nutrition employee will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

Corrective Action:

Retrain any school nutrition employee found not following procedures related to this SOP.

Verification and Record Keeping:

Employee training records will be kept on file for a minimum of one (1) year.

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

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

Scope: This procedure applies to school nutrition employees who prepare, store, or serve food.

Key Words: Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross Contamination, TCS Foods

Instructions:

1. Train school nutrition employees on using the procedures in this SOP.
2. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, such as “cut cantaloupe, 2/20/17, 8:00 a.m.,”
 - Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
 - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
3. Follow state or local health department requirements.
4. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
5. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
6. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 °F or below.
7. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
8. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
9. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 2/27/17, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 2/27/17.”
 - On Tuesday, 2/28/17, the lasagna is frozen with a second label that reads, “Frozen, 2/28/17.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/17 – Tuesday, 2/28/17, only 1 day is counted towards the 7-day time period.
 - On Tuesday 3/7/17, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, “Thawed, 3/7/17.” All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

Monitoring:

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

Corrective Action:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
 2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
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Verification and Record Keeping:

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

Reheating Time/Temperature Control for Safety Foods

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

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

Key Words: Cross Contamination, Temperatures, Reheating, Holding, Hot Holding, Time/Temperature Control for Safety Foods, TCS Foods

Instructions:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local requirements are based on the *FDA Food Code*, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

School nutrition employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. School nutrition manager will verify that school nutrition employees have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

Serving Safe Food to Students with Food Allergies

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

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

Key Words: Allergies, Cleaning, Cross contact, Handwashing

Instructions:

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
 - Check all ingredient labels each time a food is received.
 - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
3. Prevent cross contact during meal service.
 - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
 - Use dedicated serving utensils and gloves for allergen-free foods.
 - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
 - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
4. Follow your school's procedures for identifying students with food allergies.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

The child nutrition manager will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

Informing Food Service Employees/Volunteers About Food Safety Program

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

- Posting the process charts and other instructions.
- Keeping the charts and other instructions in the school's meal program binder located at school.
- Keeping menus, information and logs with this school's meal program in a three-ring binder located in designated place at the school.
- Keeping a master copy of the program in school office.
- Providing appropriate instructions to student workers, volunteers, and/or substitute food service staff on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.
- Posting job aids, when possible, to assist staff, student workers and/or volunteers with following proper procedures.

Monitoring

Person In Charge Responsibilities:

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

Food Service Staff/Volunteers Responsibilities:

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

Ongoing Food Safety Training Agreements:

Equipment Temperatures

- Cold Storage Units
- Hot Holding Units

Food Temperatures (potentially hazardous)

- Receiving
- Meal Service

Thermometers

- Recalibration

Concentration of Sanitizing Solution

- Dishwashing
-

- Manual Dishwashing
- Wiping clothes
- Food contact surfaces

Cleaning Schedules for Non-food Contact Surfaces and Holding Equipment

- Refrigeration/Freezer Units
- Serving Tables
- Tables Used by Students

Corrective Action Responsibilities

Determining Corrective Actions:

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

Training:

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

Documenting Corrective Actions:

- Food service staff/volunteers will be responsible for documenting any corrective actions taken. Of special concern are the critical control points.

Summary of Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
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HOT HOLDING	If hot food being held is not at 135° F or above when delivered to site...	<p>If time is used as a control: Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or temperature log, as specified by SOP. Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)</p> <p>If the thermometer is incorrect:</p> <p><u>For thermometers that can be re-calibrated:</u></p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers. <p><u>For thermometers that cannot be re-calibrated:</u></p> <ul style="list-style-type: none"> • Discard inaccurate thermometer. • Retest with accurate thermometer. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Contact the school or vendor that delivered the meals to provide replacement product that is at the appropriate temperature. • When the hot holding equipment appears not to be working properly, complete a work order or notify the person in charge.
COLD HOLDING	If cold food being held is found to be above 41°F ...	<p>If time is used as a control: Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the hot holding unit. Discard any product that was not served within 6 hours.</p> <p>If the thermometer is incorrect:</p> <p><u>For thermometers that can be re-calibrated:</u></p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers.

		<ul style="list-style-type: none">• Train employees/volunteers to calibrate thermometers. <p><u>For thermometers that cannot be re-calibrated:</u></p> <ul style="list-style-type: none">• Discard inaccurate thermometer.• Retest with accurate thermometer.. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none">• Chill the cold food to 41°F or less and then hold below 41°F. if there is refrigeration equipment at the serving site.• Return items that are not at appropriate temperatures according to the SOP for receiving food product. Note the action taken on the temperature log invoice or packing slip.• If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative and notify person in charge.
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Recordkeeping

Food Service Staff Responsibility:

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

Recordkeeping Procedure:

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

Employee/Volunteer Training:

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

Maintenance of Records:

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

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

Documentation (Records)

Documentation Schedule

Food Handler CertificationPrior to Start of Employment

Temperature Records

Receiving Temperatures.....	Each Delivery
Holding.....	Potentially Hazardous Foods
Refrigeration Temperature Log	Each day
Thermometer Calibration Log.....	Per food safety plan

Employee Training

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

Corrective Action RecordsAs necessary

Cleaning Schedules for Non-food Contact Surfaces and Holding Equipment

Cleaning Schedule for Refrigeration & Freezer UnitsAs needed/at least weekly

Training of Food Service Staff/Volunteers/Student Workers

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

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

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

On-going Food Safety Training

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

Appendix

Ongoing Food Safety Training Agreement

Name _____ Position _____ School _____

Standard Operating Procedures	✓ if discussed	✓ if not applicable
General/Specific to Menu Items Categorized in Process 1		
Washing Hands		
Personal Hygiene		
No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use		
Visitors in Food Service		
Using & Calibrating Food Thermometers		
Facility and Equipment Maintenance		
Approved Food Source (if schools purchases/accept donations to supplement the meals)		
Receiving Deliveries		
Storing Food		
Storing and Using Poisonous or Toxic Chemicals		
Holding Hot and Cold Potentially Hazardous Foods		
Transporting Food to Remote Sites (Satellite Kitchens)		
Holding Potentially Hazardous Foods		
Serving Food		
Preventing Cross-Contamination at Food Bars		
Cleaning & Sanitizing Food Contact Surfaces		
Wiping Cloths		
Using Time Alone As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods		

*Environmental Health specialist who conducts food safety inspections must approve the plan.

Other Information		

I understand that these procedures were developed to protect the safety of students and other food service customers. I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer Date

Supervisor Date

Checklist for Review of Food Safety System and Plan

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

1. Review and update the following documents:

_____ Food Preparation Process Charts (or other documents used to show categorization of menu items into process 1 and 2)

_____ Control Measures used for each Process (CCPs and SOPs in the flow of food)

_____ Standard Operating Procedures

_____ Monitoring Procedures

_____ Recordkeeping Procedures

_____ Corrective Actions

2. What improvements are needed to improve current monitoring or recordkeeping methods?

3. What improvements were suggested by environmental health specialist who conducts the food safety inspections?

4. What additional training is needed to support the food safety program?

5. Does the person in charge at each site demonstrate knowledge of the plan?

6. Have there been any changes to the menu or operation (new equipment, new food code requirements, etc.) that require changes to the plan?

7. Was the plan modified to reflect needed improvements or changes?

Checklist for Review of Food Safety System and Plan

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

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

Date _____ Person completing check list _____

Personal Hygiene/Health/Approved Food Source

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

Facility Maintenance

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

Refrigeration, Freezer and Milk Cooler Units

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

Transporting and Receiving

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

				take necessary corrective action.			
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Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Holding units are clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold items being held is at or below 41° F.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	

Serving and Eating Utensils and Food Contact Surfaces

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

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Dish machine is working properly (i.e. gauges and chemicals are at recommended levels) N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wash and rinse water is clean and free of grease and food particles N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

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

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	
Pest control services are provided by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>		Comments:			

Important Terms

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

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

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

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

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

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

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

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

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

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

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

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

Personal Hygiene – Individual cleanliness and habits.

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

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

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

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

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

Recordkeeping – Documenting monitoring activities.

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

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

Sample Logs

