

Yupiiit School District

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Food Safety School Nutrition Program

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Food Safety in Action **Daily Logs**

Food Safety Programs Are Required For School Nutrition Programs

“because we serve every child every day”

As part of the Child Nutrition Programs Reauthorization legislation, school food service programs are required to begin developing and implementing a school food safety program based on the process approach to a Hazard Analysis Critical Control Point (HACCP) food safety system or a complete HACCP program. HACCP is a preventive approach to food safety with required daily procedure controls. The Temperature Logs provide documentation of the required daily procedures.

The major causes of food borne illness are (improper temperature control and contamination) and the means to prevent food borne illness (HACCP) have been clearly identified. These charts document that we are following safe food handling procedures.

This food safety action plan is divided into three sections.

Section I is dedicated to use, care of and calibration of thermometer to prevent foodborne illness.

Section II is Daily Verification and Record Keeping Logs of the 2 week breakfast and 4 week lunch menu rotation. The logs include:

- product name, (if there is any change in menu please note on this sheet)
- the three (3) temperature measurements taken,
- any corrective actions taken,
- the reheating and cooling of food,
- refrigerator and freezer temperatures,
- and sanitizer solution verification.

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- At the end of each weekly rotation there is a one (1) page **WEEKLY HACCP Compliance Review to be completed.**
- At the end of the monthly rotation there is a **MONTLY HACCP Compliance Review to be completed.**
- It is the headcook's responsibility to review each of these items with the other cooks, note any problems and take corrective action if SOPs are not being followed.
- Also at the end of the two week cycle and monthly cycle there is a chart to record Damaged or Discarded Products

Section III includes **brief overview, monitoring procedures, and SOPs (standard operating procedures).**

Daily MONITORING:

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

Danger Zone 135° to 40°

Temperature Rules

| 165° 15 seconds | 155° 15 seconds | 145° 15 seconds | 135° 15 seconds |
|---|---|--|--|
| <ul style="list-style-type: none"> • Poultry – chicken, turkey - whole parts or ground | <ul style="list-style-type: none"> • Hamburger, meatloaf and other ground meats, ground fish | <ul style="list-style-type: none"> • Beef, pork, ham roast (hold 4 minutes) | <ul style="list-style-type: none"> • Reheat for hot holding |
| <ul style="list-style-type: none"> • Soups, stews, casseroles, mixed dishes • Leftovers (to reheat) | <ul style="list-style-type: none"> • Fresh shell eggs – cooked and held for service – scrambled eggs | <ul style="list-style-type: none"> • Beef – intact steaks • Fish • Fresh shell eggs – broken, cooked and served immediately | <ul style="list-style-type: none"> • Ready-to-eat, commercially processed – ham, other roasts |

| 41° or below | 41° or below | 135° 15 seconds |
|--|--|--|
| <ul style="list-style-type: none"> • ALL stored food should be 41 or below in 4 hr. | <ul style="list-style-type: none"> • Milk and Juice • Cheese | <ul style="list-style-type: none"> • Reheat for hot holding |

Thermometer



Calibration

Cleaning

Use

Temperature Zones

Temperature Rules! Cooking for Food Service



"IT'S SAFE
TO BITE
WHEN THE
TEMPERATURE
IS RIGHT!"



Hold all hot food
at 135 °F or above
after cooking

**USDA Meat and
Poultry Hotline**
1-888-MPHotline

**FDA Food
Information Line**
1-888-SAFE FOOD

USDA

Food Safety and
Inspection Service

U.S. Department
of Agriculture

www.fsis.usda.gov/thermy

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Fall 2004

Minimum Temperatures and Holding Times

165 °F (15 seconds)

- Poultry—chicken, turkey, duck, goose—whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Leftovers (to reheat)
- Food, covered, cooked in microwave oven (hold covered 2 minutes after removal)

155 °F (15 seconds)

- Hamburger, meatloaf and other ground meats; ground fish*
- Fresh shell eggs—cooked and held for service (such as, scrambled)*

145 °F (15 seconds)

- Beef, corned beef, pork, ham—roasts (hold 4 minutes)*
- Beef, lamb, veal, pork—steaks or chops
- Fish, shellfish
- Fresh shell eggs—broken, cooked and served immediately

140 °F (15 seconds)

- Ham, other roasts—processed, fully-cooked (to reheat)
- Fruits and vegetables that are cooked

*For alternative times and temperatures, see the FDA Food Code 2001 <http://vm.cfsan.fda.gov/~dms/foodcode.html>

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Ice-Point Method for Calibrating a Thermometer

Follow these steps to calibrate a thermometer using the ice-point method. The photos below show a bimetallic stemmed thermometer being calibrated.



- 1 Fill a large container with crushed ice. Add tap water until the container is full.

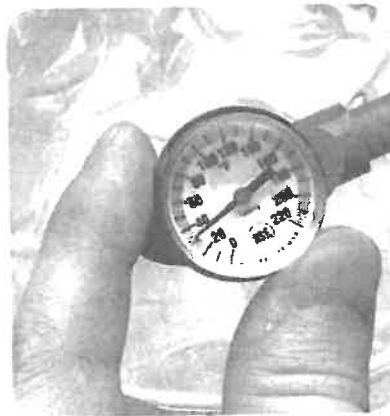
Note: Stir the mixture well.



- 2 Put the thermometer stem or probe into the ice water. Make sure the sensing area is under water.

Wait 30 seconds, or until the indicator stops moving. On thermocouples and thermistors, wait until the readout stops moving.

Note: Do **NOT** let the probe touch the container.



- 3 Adjust the thermometer so it reads 32°F (0°C).

How you do this depends on the type of thermometer being used.

Bimetallic stemmed thermometers Hold the calibration nut with a wrench or other tool. Rotate the thermometer head until it reads 32°F (0°C).

Thermocouples and thermistors Follow the manufacturer's directions. On some devices, you can press a reset button.

Boiling-Point Method for Calibrating a Thermometer

Follow these steps to calibrate a thermometer using the boiling-point method. The photos below show a bimetallic stemmed thermometer being calibrated.



- 1 Bring tap water to a boil in a deep pan.



- 2 Put the thermometer stem or probe into the boiling water. Make sure the sensing area is under water.

Wait 30 seconds, or until the indicator stops moving. On thermocouples and thermistors, wait until the readout stops moving.

Note: Do **NOT** let the probe touch the container.



- 3 Adjust the thermometer so it reads 212°F (100°C).

Note: This temperature will vary depending on the boiling point for your elevation.

How you do this depends on the type of thermometer being used.

Bimetallic stemmed thermometers Hold the calibration nut with a wrench or other tool. Rotate the thermometer head until it reads 212°F (100°C).

Thermocouples and thermistors Follow the manufacturer's directions. On some devices, you can press a reset button.

General Thermometer Guidelines

Cleaning and sanitizing Thermometers must be washed, rinsed, sanitized and air-dried. Keep storage cases clean too.

Wash, rinse, sanitized, air dry before and after using thermometers.

Sanitizing solutions used must be food-contact safe.

Always make sure your thermometer is sanitized.

Calibration Make sure your thermometer(s) are calibrated daily. Follow manufacturer's directions or use Ice-point or Boiling-point Method daily.

Section II

Daily Logs

Food Safety In Action

*“because we serve every
child every day”*

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Daily General Guidelines

Wash hands prior to preparing foods, use hair restraints, and clean clothing.

Use clean and sanitized food contact surfaces, equipment and utensils while preparing food.

Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils.

Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.

Prepare foods as close to serving times as the menu will allow.

Prepare food in small batches.

Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.

If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill.

Cover, date, label all stored items.

Daily complete daily logs of food temperatures, equipment temperatures, and sanitization solutions.

Weekly complete HACCP Compliance Review (found after day 5 of each week)

Monthly complete **Monthly FOOD SAFETY CHECKLIST**
(found after week 4 day 5)

On-going read, review and follow SOP (standard operating procedures)

HACCP Control Record Maintain Record for 1 year

Food Safety in Action Daily Logs Date _____

Week 1 Day 1

| Thermometer Collaborated | After Cooked | | YES | | NO | | By Initials | Comments |
|-----------------------------|--------------|------|----------------------|----------------|------|--|-------------|----------|
| | Food Item | | Beginning of service | End of service | | | | |
| Breakfast Burrito | | | | | | | | |
| Fruit | | | | | | | | |
| Milk | | | | | | | | |
| Juice | | | | | | | | |
| Chicken Breast Patty strips | | | | | | | | |
| Brown Rice | | | | | | | | |
| Broccoli | | | | | | | | |
| Refried Beans | | | | | | | | |
| Milk | | | | | | | | |
| Reheating Food Item | | | | | | | | |
| Cooling Food Item | | 2 hr | | | 4 hr | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 1 Day 2

| Thermometer Collaborated | | YES | NO | By | Comments |
|-----------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | |
| French Toast Strips | | | | | |
| Fruit | | | | | |
| Milk | | | | | |
| Juice | | | | | |
| Beef Teriyaki | | | | | |
| WW Biscuit | | | | | |
| California Blend Vegetables | | | | | |
| Tater Tots | | | | | |
| Milk | | | | | |
| Reheating Food Item | | | | | |
| Cooling Food Item | 2 hr | 4hr | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 1 Day 3

| Food Item | Thermometer Collaborated After Cooked | YES | | By Initials | Comments |
|------------------------|---------------------------------------|----------------------|----------------|-------------|----------|
| | | Beginning of service | End of service | | |
| Cereal | | | | | |
| Whole Wheat Toast | | | | | |
| Fruit | | | | | |
| Milk | | | | | |
| Juice | | | | | |
| Chili | | | | | |
| Nacho Chips | | | | | |
| Corn | | | | | |
| Salsa | | | | | |
| Mixed Vegetables | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4 hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 1 Day 4

| Thermometer Collaborated | | YES | NO | By | Comments |
|-----------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | |
| Pancake | | | | | |
| Sausage Links | | | | | |
| Fruit | | | | | |
| Raisins | | | | | |
| Milk | | | | | |
| Juice | | | | | |
| Sweet Glazed Chicken Breast | | | | | |
| Roll | | | | | |
| Broccoli | | | | | |
| Sweet Potato Fries | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4 hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 1 Day 5

| Thermometer Collaborated | | YES | | NO | | By | |
|----------------------------|--------------|----------------------|----------------|----------|----------|----------|--|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Initials | Comments | |
| Whole Grain Banana Muffins | | | | | | | |
| Fruit | | | | | | | |
| Milk | | | | | | | |
| Juice | | | | | | | |
| Salmon | | | | | | | |
| Roll | | | | | | | |
| Carrots | | | | | | | |
| Tater Tots | | | | | | | |
| Milk | | | | | | | |
| Reheating Food Item(s) | | | | | | | |
| Cooling Food Item(s) | 2 hr/ | | | | | 4hr/ | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Date _____

HAACP Compliance Review Lower Yukon School District Complete WEEKLY

Personal Dress and Hygiene:

YES NO

- 1. Do employees follow guidelines for personal dress and hygiene?
- 2. Do employees have access to hand washing facilities

Food Preparation:

- 3. Is food prepared using proper procedures to prevent food borne illness?
- 4. Are staff using disposable gloves appropriately?

Hot Holding:

- 5. Is hot food held using proper procedures?
- 6. Are observed holding s above 140F?

Cold Holding:

- 7. Is cold food held using proper procedures?
- 8. Are observed holding temperatures below 41F?

Refrigerator, Freezer, and Milk Cooler:

- 9. Is food stored using the proper chilling procedures?
- 10. Are thermometers and temperature logs used to document storage temperatures?

Food storage and Dry storage:

- 11. Is food stored using proper procedures?
- 12. Are thermometers and temperatures logs used to document storage temperatures?

Cleaning and Sanitizing:

- 13. Are correct procedures used for cleaning and sanitizing?
- 14. Are small equipment, utensils, and work surfaces properly cleaned and sanitized?
- 15. Are chemicals testing strips used to monitor the strength of sanitizing solution?

Large Equipment:

- 16. Are all pieces of equipment properly cleaned?

Garbage Storage and Disposal:

- 17. Are correct garbage storage and disposal procedures followed?

Pest Control:

- 18. Are procedures in place to control pests?

Food Safety in Action Daily Logs Date _____

Week 2 Day 1

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|------|----|----|----------|
| Food Item | After Cooked | | | | |
| Breakfast Pizza | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Chicken Nuggets | | | | | |
| Brown Rice | | | | | |
| Carrots | | | | | |
| Baked Beans | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 2 Day 2

| Thermometer Collaborated | | YES | | NO | | By | |
|--------------------------|--------------|----------------------|----------------|----------|----------|----|--|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments | | |
| Waffles | | | | | | | |
| Sausage Links | | | | | | | |
| Fruit | | | | | | | |
| Juice | | | | | | | |
| Whipped Topping | | | | | | | |
| Beef Flank Steak | | | | | | | |
| Roll | | | | | | | |
| Green Beans | | | | | | | |
| Mashed Potatoes | | | | | | | |
| Fruity Applesauce | | | | | | | |
| Reheating Food Item(s) | | | | | | | |
| Cooling Food Item(s) | 2 hr/ | | | | | | |
| | | 4hr/ | | | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |

Dishwasher

Food Safety in Action Daily Logs Date _____

Week 2 Day 3

| Food Item | Thermometer Collaborated | | YES | | NO | | By Initials | Comments |
|------------------------|--------------------------|-------|----------------------|----------------|----|------|-------------|----------|
| | After Cooked | | Beginning of service | End of service | | | | |
| Oatmeal | | | | | | | | |
| Toast | | | | | | | | |
| Raisins | | | | | | | | |
| Fruit | | | | | | | | |
| Juice | | | | | | | | |
| Milk | | | | | | | | |
| Spaghetti Sauce | | | | | | | | |
| Noodles | | | | | | | | |
| Garlic Bread | | | | | | | | |
| Corn | | | | | | | | |
| Mixed Vegetables | | | | | | | | |
| Reheating Food Item(s) | | | | | | | | |
| Cooling Food Item(s) | | 2 hr/ | | | | 4hr/ | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |

Food Safety in Action Daily Logs Date _____

Week 2 Day 4

| Thermometer Collaborated | | YES | NO | BY | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments |
| Scrambled Eggs | | | | | |
| Sausage Links | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Burgers | | | | | |
| Broccoli | | | | | |
| Fries/Tots | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |
| | | | | | |
| | | | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Food Safety in Action Daily Logs Date _____

Week 2 Day 5

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | |
| Muffins | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Salmon | | | | | |
| Roll | | | | | |
| Brown Rice | | | | | |
| Fries/Tots | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Date _____

HACCP Compliance Review Lower Yukon School District Complete WEEKLY**Personal Dress and Hygiene:**

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do employees follow guidelines for personal dress and hygiene? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do employees have access to hand washing facilities | <input type="checkbox"/> | <input type="checkbox"/> |

Food Preparation:

- | | | |
|--|--------------------------|--------------------------|
| 3. Is food prepared using proper procedures to prevent food borne illness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are staff using disposable gloves appropriately? | <input type="checkbox"/> | <input type="checkbox"/> |

Hot Holding:

- | | | |
|--|--------------------------|--------------------------|
| 5. Is hot food held using proper procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are observed holding temperatures above 140F? | <input type="checkbox"/> | <input type="checkbox"/> |

Cold Holding:

- | | | |
|---|--------------------------|--------------------------|
| 7. Is cold food held using proper procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are observed holding temperatures below 41F? | <input type="checkbox"/> | <input type="checkbox"/> |

Refrigerator, Freezer, and Milk Cooler:

- | | | |
|--|--------------------------|--------------------------|
| 9. Is food stored using the proper chilling procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are thermometers and temperature logs used to document storage temperatures? | <input type="checkbox"/> | <input type="checkbox"/> |

Food storage and Dry storage:

- | | | |
|---|--------------------------|--------------------------|
| 11. Is food stored using proper procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are thermometers and temperatures logs used to document storage temperatures? | <input type="checkbox"/> | <input type="checkbox"/> |

Cleaning and Sanitizing:

- | | | |
|---|--------------------------|--------------------------|
| 13. Are correct procedures used for cleaning and sanitizing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are small equipment, utensils, and work surfaces properly cleaned and sanitized? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are chemicals testing strips used to monitor the strength of sanitizing solution? | <input type="checkbox"/> | <input type="checkbox"/> |

Large Equipment:

- | | | |
|---|--------------------------|--------------------------|
| 16. Are all pieces of equipment properly cleaned? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Garbage Storage and Disposal:

- | | | |
|---|--------------------------|--------------------------|
| 17. Are correct garbage storage and disposal procedures followed? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Pest Control:

- | | | |
|---|--------------------------|--------------------------|
| 18. Are procedures in place to control pests? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

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Food Safety in Action Daily Logs Date _____

Week 3 Day 1

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments |
| Breakfast Burrito | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Chicken Drumstick | | | | | |
| Roll | | | | | |
| Peas | | | | | |
| Ranch Potatoes | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 3 Day 2

| Food Item | Thermometer Collaborated After Cooked | YES | | NO | | By Initials | Comments |
|------------------------|---------------------------------------|----------------------|----------------|----------------------|----------------|-------------|----------|
| | | Beginning of service | End of service | Beginning of service | End of service | | |
| French Toast Strips | | | | | | | |
| Fruit | | | | | | | |
| Juice | | | | | | | |
| Milk | | | | | | | |
| Beef Vegetable Soup | | | | | | | |
| Brown Rice | | | | | | | |
| Sweet Potatoes | | | | | | | |
| Green Beans | | | | | | | |
| Milk | | | | | | | |
| Reheating Food Item(s) | | | | | | | |
| Cooling Food Item(s) | 2 hr/ | | | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs *Date* _____

Week 3 Day 3

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments |
| Cereal | | | | | |
| Toast | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Beef Steak Fritter | | | | | |
| Brown Rice | | | | | |
| Sweet Potatoes | | | | | |
| Green Beans | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Food Safety in Action Daily Logs Date _____

Week 3 Day 4

| Thermometer Collaborated Food Item | After Cooked | YES | | NO | | By Initials | Comments |
|---------------------------------------|--------------|----------------------|----------------|----------------------|----------------|-------------|----------|
| | | Beginning of service | End of service | Beginning of service | End of service | | |
| Pancakes | | | | | | | |
| Sausage Links | | | | | | | |
| Fruit | | | | | | | |
| Juice | | | | | | | |
| Raisins | | | | | | | |
| Fajita Strips | | | | | | | |
| Cheese | | | | | | | |
| Tortilla Shell | | | | | | | |
| Refried Beans | | | | | | | |
| California Blend Vegetables | | | | | | | |
| Milk | | | | | | | |
| Reheating Food Item(s) | | | | | | | |
| Cooling Food Item(s) | 2 hr/ | | | | 4hr/ | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Food Safety in Action Daily Logs Date _____

Week 3 Day 5

| Thermometer Collaborated | After Cooked | | NO | By Initials | Comments |
|--------------------------|--------------|----------------------|----|-------------|----------|
| | Food Item | Beginning of service | | | |
| Muffins | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Salmon | | | | | |
| Dinner Roll | | | | | |
| Carrots | | | | | |
| Fries/Tots | | | | | |
| Fruity Applesauce | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Date _____

HAACP Compliance Review Lower Yukon School District Complete WEEKLY

Personal Dress and Hygiene:

YES NO

- 1. Do employees follow guidelines for personal dress and hygiene?
- 2. Do employees have access to hand washing facilities

Food Preparation:

- 3. Is food prepared using proper procedures to prevent food borne illness?
- 4. Are staff using disposable gloves appropriately?

Hot Holding:

- 5. Is hot food held using proper procedures?
- 6. Are observed holding temperatures above 140F?

Cold Holding:

- 7. Is cold food held using proper procedures?
- 8. Are observed holding temperatures below 41F?

Refrigerator, Freezer, and Milk Cooler:

- 9. Is food stored using the proper chilling procedures?
- 10. Are thermometers and temperature logs used to document storage temperatures?

Food storage and Dry storage:

- 11. Is food stored using proper procedures?
- 12. Are thermometers and temperatures logs used to document storage temperatures?

Cleaning and Sanitizing:

- 13. Are correct procedures used for cleaning and sanitizing?
- 14. Are small equipment, utensils, and work surfaces properly cleaned and sanitized?
- 15. Are chemicals testing strips used to monitor the strength of sanitizing solution?

Large Equipment:

- 16. Are all pieces of equipment properly cleaned?

Garbage Storage and Disposal:

- 17. Are correct garbage storage and disposal procedures followed?

Pest Control:

- 18. Are procedures in place to control pests?

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Food Safety in Action Daily Logs Date _____

Week 4 Day 1

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | |
| Breakfast Pizza | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Pizza | | | | | |
| Corn | | | | | |
| Green Beans | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date Week 4 Day 2

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments |
| Waffles | | | | | |
| Sausage Links | | | | | |
| Whipped Topping | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Beef and Noodles | | | | | |
| Pinto Beans | | | | | |
| Hash Browns/fries/tots | | | | | |
| Milk | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

Food Safety in Action Daily Logs Date _____

Week 4 Day 3

| Thermometer Collaborated Food Item | After Cooked | YES | | NO | By Initials | Comments |
|---------------------------------------|--------------|----------------------|----------------|------|-------------|----------|
| | | Beginning of service | End of service | | | |
| Oatmeal | | | | | | |
| Toast | | | | | | |
| Raisins | | | | | | |
| Fruit | | | | | | |
| Juice | | | | | | |
| Milk | | | | | | |
| Chicken | | | | | | |
| Bread | | | | | | |
| Sweet Potato Fries | | | | | | |
| Broccoli | | | | | | |
| Reheating Food Item(s) | | | | | | |
| Cooling Food Item(s) | 2 hr/ | | | 4hr/ | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Food Safety in Action Daily Logs Date _____

Week 4 Day 4

| Thermometer Collaborated | | YES | NO | By | Comments |
|--------------------------|--------------|----------------------|----------------|----------|----------|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments |
| Scrambled Egg | | | | | |
| Sausage Links | | | | | |
| Fruit | | | | | |
| Juice | | | | | |
| Milk | | | | | |
| Chicken Bean Burrito | | | | | |
| Corn | | | | | |
| Mixed Vegetables | | | | | |
| Salsa | | | | | |
| Reheating Food Item(s) | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Food Safety in Action Daily Logs Date _____

Week 4 Day 5

| Thermometer Collaborated | | YES | | NO | | By → | |
|--------------------------|--------------|----------------------|----------------|----------|----------|------|--|
| Food Item | After Cooked | Beginning of service | End of service | Initials | Comments | | |
| Muffins | | | | | | | |
| Fruit | | | | | | | |
| Juice | | | | | | | |
| Milk | | | | | | | |
| Salmon | | | | | | | |
| Roll | | | | | | | |
| Carrots | | | | | | | |
| Fries/Tots | | | | | | | |
| Milk | | | | | | | |
| Reheating Food Item(s) | | | | | | | |
| Cooling Food Item(s) | 2 hr/ | 4hr/ | | | | | |

| Location | Temp | Initials | Comments |
|--------------------|------|----------|-------------------------------|
| Freezer | | | |
| Freezer | | | |
| Refrigerator | | | |
| Refrigerator | | | |
| Use Test Strips | Pass | Not Pass | Tape Test Strip on this sheet |
| Sanitizer Solution | | | |
| Sanitizer Sink | | | |
| Dishwasher | | | |

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Date _____

HAACP Compliance Review Lower Yukon School District Complete WEEKLY

Personal Dress and Hygiene:

YES NO

- 1. Do employees follow guidelines for personal dress and hygiene?
- 2. Do employees have access to hand washing facilities

Food Preparation:

- 3. Is food prepared using proper procedures to prevent food borne illness?
- 4. Are staff using disposable gloves appropriately?

Hot Holding:

- 5. Is hot food held using proper procedures?
- 6. Are observed holding temperatures above 140F?

Cold Holding:

- 7. Is cold food held using proper procedures?
- 8. Are observed holding temperatures below 41F?

Refrigerator, Freezer, and Milk Cooler:

- 9. Is food stored using the proper chilling procedures?
- 10. Are thermometers and temperature logs used to document storage temperatures?

Food storage and Dry storage:

- 11. Is food stored using proper procedures?
- 12. Are thermometers and temperatures logs used to document storage temperatures?

Cleaning and Sanitizing:

- 13. Are correct procedures used for cleaning and sanitizing?
- 14. Are small equipment, utensils, and work surfaces properly cleaned and sanitized?
- 15. Are chemicals testing strips used to monitor the strength of sanitizing solution?

Large Equipment:

- 16. Are all pieces of equipment properly cleaned?

Garbage Storage and Disposal:

- 17. Are correct garbage storage and disposal procedures followed?

Pest Control:

- 18. Are procedures in place to control pests?

Monthly Damaged or Discarded Product Log for the Month of _____

Damaged or Discarded Product Log

Lower Yukon School District

Instructions: Foodservice employees will record product name, quantity, action taken, and reason, initials, and date each time a food or food product is damaged and/or will be discarded. Head cook will verify that foodservice employees are discarding damaged food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

| Product Name/ Brand/Company | Quantity | Action Taken (Hold, Return, Discard) | Reason | Initials/Date | Manager Initials/Date |
|--------------------------------|----------|--|--------|---------------|--------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
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Monthly FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist MONTHLY to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

Yes No Corrective Action

- Employees wear clean and proper uniform including shoes.----- _____
- Effective hair restraints are properly worn.----- _____
- Fingernails are short, unpolished, and clean (no artificial nails). ----- _____
- Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. ----- _____
- Hands are washed properly, frequently, and at appropriate times.----- _____
- Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food. ----- _____
- Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. ----- _____
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands. ----- _____
- Employees appear in good health.----- _____
- Hand sinks are unobstructed, operational, and clean.----- _____
- Hand sinks are stocked with soap, disposable towels, and warm water. ----- _____
- A handwashing reminder sign is posted.----- _____
- Employee restrooms are operational and clean.----- _____

FOOD PREPARATION

Yes No Corrective Action

- All food stored or prepared in facility is from approved sources.----- _____
- Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. ----- _____

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- Frozen food is thawed under refrigeration or in cold running water. _____
- Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. ----- _____
- Food is tasted using the proper procedure.----- _____
- Procedures are in place to prevent cross-contamination.----- _____
- Food is handled with suitable utensils, such as, single use gloves or tongs. ----- _____
- Food is prepared in small batches to limit the time it is in the temperature danger zone. ----- _____
- Clean reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor. ----- _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ----- _____
- The internal temperature of food being cooked is monitored and documented. ----- _____

HOT HOLDING

Yes No Corrective Action

- Hot holding unit is clean.----- _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. ----- _____
- Hot holding unit is pre-heated before hot food is placed in unit.----- _____
- Temperature of hot food being held is at or above 135 °F.----- _____
- Food is protected from contamination.----- _____

COLD HOLDING

Yes No Corrective Action

- Refrigerators are kept clean and organized.----- _____
- Temperature of cold food being held is at or below 41 °F.----- _____
- Food is protected from contamination.----- _____

REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

- Thermometers are available and accurate.----- _____
- Temperature is appropriate for pieces of equipment.----- _____
- Food is stored 6 inches off floor or in walk-in cooling equipment.-- _____
- Refrigerator and freezer units are clean and neat.----- _____
- Proper chilling procedures are used.----- _____
- All food is properly wrapped, labeled, and dated.----- _____
- The FIFO (First In, First Out) method of inventory management is used. _____
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. ----- _____

FOOD STORAGE AND DRY STORAGE

Yes No Corrective Action

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.----- _____
- ~~• All food and paper supplies are stored 6 to 8 inches off the floor.----- _____~~
- All food is labeled with name and received date.----- _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.----- _____
- The FIFO (First In, First Out) method of inventory management is used.----- _____
- There are no bulging or leaking canned goods. ----- _____
- Food is protected from contamination.----- _____
- All food surfaces are clean.----- _____

- Chemicals are clearly labeled and stored away from food and food related supplies.----- _____
- There is a regular cleaning schedule for all food surfaces.----- _____

CLEANING AND SANITIZING

Yes No Corrective Action

- Three-compartment sink is properly set up for ware washing.----- _____
- 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.----- _____
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.----- _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.----- _____
- Smallware and utensils are allowed to air dry.----- _____
- Wiping cloths are stored in sanitizing solution while in use.----- _____

UTENSILS AND EQUIPMENT

Yes No Corrective Action

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.----- _____
- Small equipment and utensils are washed, sanitized, and air-dried.-- _____
- Work surfaces and utensils are clean.----- _____
- Work surfaces are cleaned and sanitized between uses.----- _____
- Thermometers are cleaned and sanitized after each use.----- _____
- Thermometers are calibrated on a routine basis.----- _____
- Can opener is clean.----- _____
- Drawers and racks are clean.----- _____
- Clean utensils are handled in a manner to prevent contamination of

areas that will be in direct contact with food or a person's mouth.----

LARGE EQUIPMENT

Yes No Corrective Action

- Food slicer is clean.----- _____
- Food slicer is broken down, cleaned, and sanitized before and after every use.----- _____
- Boxes, containers, and recyclables are removed from site.----- _____
- Loading dock and area around dumpsters are clean and odor-free.-- _____
- Exhaust hood and filters are clean.----- _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered.----- _____
- Garbage cans are emptied as necessary.----- _____
- Boxes and containers are removed from site.----- _____
- Loading dock and area around dumpster are clean.----- _____
- Dumpsters are clean.----- _____

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device.----- _____
- No evidence of pests is present.----- _____
- There is a regular schedule of pest control by licensed pest control operator.----- _____

Section III

Program Overview

Monitoring

SOPs

(Standard Operating Procedures)

Food Safety – HACCP

Program Overview

Description of Program Overview

This program was developed in December of 2014, for the Lower Yukon School District. The program follows the USDA guidance on developing a food safety program base on the Process Approach to HACCP. All standard in the food safety program are based on state or local health department requirements. The program will be reviewed annually or as often as necessary to reflect any changes in the facilities.

The food service employees and head cooks are trained to use the Standard Operating Procedures (SOPs) develop for his HACCP based food safety program. The average daily participation and staffing information is located in the main School

Nutrition Services office and is available upon request.

Description of Facility Equipment

Each primary and secondary facility is equipped to maintain proper food safety and sanitation. All facilities contain one or more of the following:

- Refrigeration units (walk-in refrigerator, walk-in freezer, freestanding refrigerator, or freestanding freezer)
- Cooking equipment (Convection Oven, Steamer, Steam Kettle and/or Braiser)
- Hot Holding Cabinet
- Steam Table Serving Unit
- Dish Machine (schools that use disposable ware will not have dish machines)
- 3 compartment sinks
- Hand Sinks
- Pocket Thermometers

STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures for Lower Yukon School District are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training.

1) Facility-Wide

- a) Washing Hands
- b) Cooling Potentially Hazardous Foods
- c) Cleaning and Sanitizing Food contact Surfaces
- d) Cooling Potentially Hazardous Foods
- e) Controlling time and Temperature During Preparation
- f) Personal Hygiene
- g) Tasting Food
- h) Using and Calibrating
Thermometers
- i) Handling a Food Recall 46
- j) Receiving Deliveries
- k) Reheating Potentially Hazardous Foods

- l) Storing and Using Poisonous or Toxic Chemicals
- m) Washing Fruits and Vegetables

MONITORING

Manager Responsibilities:

- The head cook at each site will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The head cook will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
- Monitoring will be a constant consideration. However, the head cook will use the Food Safety Checklist to formally monitor foodservice staff at least once per week. (The checklist form has been included in Appendix IV.)

Foodservice Staff Responsibilities:

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

CORRECTIVE ACTIONS Documenting

Corrective Actions:

- The foodservice director or head cook* will be responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- The foodservice director or head cook will review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs.
- Foodservice staff will be responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.

NOTE: Corrective actions in this example are based on standards established in the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

Training:

- In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions when necessary.
- Guidance on most common specific corrective actions will be listed in this food safety program and will be posted in an accessible location in the kitchen.

Training Logs
Corrective Action Records

On-going
As necessary

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the head cook will be responsible for making sure that records are being taken and for filing records in the proper place.

Recordkeeping Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept in FOOD SAFETY IN ACTION notebook in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a monthly basis or sooner, if necessary.
- All completed forms will be filed in the filing cabinet in the head cook's office.
- The head cook is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The head cook is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

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

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.
 - Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.

Washing Hands continued . . .

- Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
- Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *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:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Cooling Potentially Hazardous Foods

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

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

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

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
1. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
2. Prepare and cool food in small batches.
3. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
 - Use a quick-chill unit like a blast chiller
 - Stir the food in a container placed in an ice water bath
 - Add ice as an ingredient
 - Separate food into smaller or thinner portions
 - Pre-chill ingredients and containers used for making bulk items like salads
4. Follow State or local health department requirements regarding required cooling parameters.
5. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

Monitoring:

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

Corrective Action:

1. Reheat cooked hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

Verification and Record Keeping:

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Cleaning and Sanitizing Food Contact Surfaces

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

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

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

7. Train foodservice employees on using the procedures in this SOP.
8. Follow State or local health department requirements.
9. 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.
10. If State or local requirements are based on the *2001 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
11. 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.

INSTRUCTIONS, continued:

12. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.

- In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

13. If a dishmachine is used:

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

MONITORING:

Foodservice employees will:

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

MONITORING, continued:

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

CORRECTIVE ACTION:

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

- Add more sanitizer or water, as appropriate, until the proper concentration is achieved.

4. In a dishmachine:

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

CORRECTIVE ACTION, continued:

the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Controlling Time and Temperature During Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

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

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

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

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

Controlling Time and Temperature During Preparation, continued

CORRECTIVE ACTIONS:

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

5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

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

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. 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. Wear suitable and effective hair restraints while in the kitchen. Hands must be washed after putting on hair restraints, and hair restraints must be put on at the handwashing sink, away from food preparation area.

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.

ORRECTIVE ACTION:

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

Personal Hygiene continued . . .

VERIFICATION AND RECORD KEEPING:

The foodservice will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The Food Safety Checklist Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Tasting Food

PURPOSE: To prevent contamination of food by foodservice employees.

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

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

1. Taste food the correct way:

- Place a small amount of food into a separate container.
- Step away from exposed food and food contact surfaces.
- Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
- Wash hands immediately.

MONITORING:

- A designated foodservice employee will observe employees while at 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 tasting food SOP during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The head cook will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The Food Safety Checklist Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Using and Calibrating Thermometers

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

SCOPE: This procedure applies to foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermostat or thermocouple with a thin probe.
 - Use tongs to hold several pieces of small meat together, insert thermometer into center of stack to determine internal temperature.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

MONITORING:

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

Using and Calibrating Thermometers,

continued . . .

- Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Handling a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district's public relations coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.

Handling a Food Recall, continued . . .

3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
 - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
 - Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - Public notice and media communications
 - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The head cook will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall*. University, MS: Author

Receiving Deliveries

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

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

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

INSTRUCTIONS:

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

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.

Receiving Deliveries, continued . . .

- b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
 7. Check the integrity of food packaging.
 8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Reheating Potentially Hazardous Foods

Lower Yukon School District

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

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

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

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local requirements are based on the *2001 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 foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

**Reheating Potentially Hazardous Foods,
continued . . .****VERIFICATION AND RECORD KEEPING:**

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____