

Key Terms

Key Terms	Definition
Critical control point	The point in the flow of food where a hazard can be prevented, eliminated, or reduced to a safe level
Critical limits	Minimum or maximum limits that must be met to prevent the hazard or reduce it to a safe level
Internal cooking temperature	The recommended final internal cooking temperature for time and temperature control for safety foods such as meat, poultry, eggs, and fish
Flow of food	Path food takes through a kitchen beginning with purchasing through receiving, storage, production, holding, serving, cooling, and reheating
Hazard Analysis Critical Control Point (HACCP)	A specific approach for identifying food safety hazards that involves finding potential food safety issues in your program and implementing preventative measures
National School Lunch Program (NSLP)	A federally assisted meal program operating in public and nonprofit private schools and residential child care institutions; established under the National School Lunch Act, signed by President Harry Truman in 1946
Prerequisite Food Safety Programs	Necessary food safety programs to have in place to address operational and sanitation conditions
Risk factor	A hazard that increases a person's chances of developing a disease
Standard Operating Procedure (SOP)	Written best practices and procedures for producing safe food that addresses basic cleaning and sanitation programs and each step in the foodservice process (purchasing, receiving, storing, preparing, cooking, serving and holding, cooling, reheating, and transporting)
Safety Data Sheet (SDS)	Documents produced by a chemical manufacturer that contain information about the chemical such as physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical
School Food Authority (SFA)	The governing body responsible for the administration of one or more schools; has the legal authority to operate the program therein, or be otherwise approved by FNS, to operate the program
Time/Temperature Control for Safety Foods (TCS)	Foods that require control of time and temperature to limit pathogenic microorganism growth or toxin formation

Cleaning Schedule Sample

Area or Equipment	How Often	Day to Clean	Chemicals	Directions	Personal Protective Equipment	Cleaning Completed		Manager's Inspection Signature
						Date	Initial	
Back Dock/Storeroom								
Floors	Weekly	Friday		Sweep and mop				
Doors								
Racks								
Dishroom								
Dishwasher	Daily	M-F		Clean outside, wash tubes and jets				
3-compartment sink								
Hand sink								
Transport cart								
Food Prep								
Tabletops	Every 4 hours			Clean every 4 hours or when changing task				
Shelves								
Ovens					Eye protection			
Mixers								
Kettle								

Area or Equipment	How Often	Day to Clean	Chemicals	Directions	Personal Protective Equipment	Cleaning Completed	Manager's Inspection Signature
Microwave							
Slicers							
Doors							
Refrigerator/freezer doors & handles							
Refrigerator/freezer floors							
Refrigerator/freezer shelves							
Ice machine							
Lights							
Walls							
Service							
Serving line – front and glass							
Serving line – back							
Warming equipment							
Lights							
Walls							
Food counter							

Adapted from: Pinterest. (n.d.). Kitchen cleaning schedule. <https://www.pinterest.com/pin/386013324130811614/>

FOOD SAFETY CHECKLIST

Date _____

Observer _____

Directions: Use this Checklist as needed. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective
• Employees wear clean and proper uniform, including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A hand washing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

	Yes	No	Corrective
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD PREPARATION (cont.)	Yes	No	Corrective
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>			
• Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The internal temperature of food being cooked is monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>			
HOT HOLDING			
• Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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 (Time/Temperature Control for Safety Foods (TCS))	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of hot food is being held is at or above 135°F.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>			
COLD HOLDING			
• Refrigerators are kept clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature of cold food 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"/>	_____
<hr/>			
REFRIGERATOR, FREEZER, AND MILK COOLER			
• Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Temperature is appropriate for pieces of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD SAFETY CHECKLIST (cont.)

FOOD PREPARATION (cont.)	Yes	No	Corrective
• Food is stored 6 inches off floor or in walk-in cooling equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Refrigerator and freezer units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is properly wrapped, labeled, and dated.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>			
FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective
• Temperature of dry storage area is between 50°F and 70°F or state public health department requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is stored in original container or food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>			
CLEANING AND SANITIZING	Yes	No	Corrective
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine is working properly (such as gauges and chemicals are at recommended levels.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If heat sanitizing, the utensils are allowed to remain immersed in 180°F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD SAFETY CHECKLIST (cont.)

CLEANING AND SANITIZING (cont.)	Yes	No	Corrective
• If using a chemical sanitizer, it is mixed correctly and sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Small equipment and utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces and utensils are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Work surfaces are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Can opener is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Drawers and racks are clean	<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	<input type="checkbox"/>	<input type="checkbox"/>	_____

LARGE EQUIPMENT	Yes	No	Corrective
• Food slicer is clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food slicer is broken down, cleaned, and sanitized before and after every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes, containers, and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpsters are clean and odor-free.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

GARBAGE STORAGE AND DISPOSAL	Yes	No	Corrective
• Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dumpsters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PEST CONTROL	Yes	No	Corrective
• 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"/>	_____
• There is a regular schedule of pest control by a licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Preventive Maintenance Schedule Sample

It is highly recommended that schools have a preventive maintenance schedule – edit according to the operational needs of each school kitchen. Consult equipment vendors, flooring manufacturer, cleaning product vendor, facility staff, etc.

School	Weekly	3 Months	6 Months	Yearly	Vendor List	Notes
Walk-in refrigerator: service compressor/condenser						
Walk-in freezer: service compressor/condenser						
Milk cooler: service compressor/condenser						
#1 Refrigerator: service compressor/condenser						
Pump grease trap						
#1 Oven: calibrate						
Combi oven: delime, calibrate						
Hood: degrease interior, check exterior function						
Dishwasher: delime						
Dishwasher: calibrate						
Steam jacketed kettle: delime						
Hot holding equipment: calibrate						
Transport equipment: replace missing latches and worn gaskets, calibrate						
Department trucks: change oil, replace tires, lube lifts, replace worn latches and straps						
Scales: calibrate						
Ice machine: delime, clean bin						

Adapted from Template.net. (n.d.). 39+ Preventive maintenance schedule templates – Word, Excel, PDF. <https://www.template.net/business/schedule-templates/preventive-maintenance-schedule-template/>

HACCP-Based SOPs

Controlling Time and Temperature During Preparation (Sample SOP)

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

SCOPE: This procedure applies to school nutrition employees who prepare food.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, 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. 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 time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Foods SOP.

MONITORING:

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. Record temperatures.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

HACCP-Based SOPs

Controlling Time and Temperature During Preparation, continued (Sample SOP)

CORRECTIVE ACTIONS:

1. Retrain any school nutrition 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:

School nutrition 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 school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. 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.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Cooking Time/Temperature Control for Safety Foods (Sample SOP)

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

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

KEY WORDS: Cross Contamination, Temperatures, Cooking, 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 a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If state or local health department requirements are based on the *FDA Food Code*, cook products to the following temperatures:
 - 135 °F for 15 seconds
 - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
 - 145 °F for 15 seconds
 - Seafood, beef roast, and pork roast
 - Eggs cooked to order that are placed onto a plate and immediately served
 - 155 °F for 15 seconds
 - Ground products containing beef, pork, or fish
 - Fish nuggets or sticks
 - Eggs held on a steam table
 - Cubed or Salisbury steaks
 - 165 °F for 15 seconds
 - Poultry
 - Stuffed fish, pork, or beef
 - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

HACCP-Based SOPs

Cooking Time/Temperature Control for Safety Foods, continued (Sample SOP)

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches 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 has taken the required cooking temperatures by visually monitoring school nutrition employee and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Standard Operating Procedure Checklist

Date: _____ Observer: _____

Directions: Use this checklist to evaluate your foodservice for potential hazards. Check "yes" if you have a Standard Operating Procedure to address the hazard, check "no" if you need to add a Standard Operating Procedure to your food safety plan.

PURCHASING	Yes	No	SOP Needed
Purchased food only from licensed vendors	<input type="checkbox"/>	<input type="checkbox"/>	_____
When purchasing from local growers, producers are providing food safety assurance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Meat and poultry inspected by USDA or appropriate State agencies	<input type="checkbox"/>	<input type="checkbox"/>	_____
Purchased only pasteurized milk, juice, and cider	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inspected food delivery trucks for cleanliness and temperature control	<input type="checkbox"/>	<input type="checkbox"/>	_____
Written specifications used to determine the quality, packaging, and quantity of products	<input type="checkbox"/>	<input type="checkbox"/>	_____

RECEIVING	Yes	No	SOP Needed
Products evaluated to ensure they match order specifications and quality	<input type="checkbox"/>	<input type="checkbox"/>	_____
The temperature of refrigerated and frozen foods taken and recorded	<input type="checkbox"/>	<input type="checkbox"/>	_____
Packaging checked for damage and protection of the food	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rejected any food that does not meet quality or temperature standards	<input type="checkbox"/>	<input type="checkbox"/>	_____
Time and temperature control for food safety (TCS) foods are stored immediately and kept out of the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food or food packaging dated with the date received	<input type="checkbox"/>	<input type="checkbox"/>	_____

STORAGE

REFRIGERATORS, FREEZERS, MILK COOLERS

	Yes	No	SOP Needed
Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature is appropriate for pieces of equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is stored at least 6 inches above the floor or in walk-in cooling equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Refrigerator and freezer units are clean and neat	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food is properly wrapped, labeled, and dated	<input type="checkbox"/>	<input type="checkbox"/>	_____
Using FIFO (First-In, First-Out) method of inventory management	<input type="checkbox"/>	<input type="checkbox"/>	_____
The ambient air temperature of all refrigerators and freezers monitored and documented at least at the beginning and end of each shift	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD STORAGE AND DRY STORAGE

	Yes	No	SOP Needed
The temperature of the dry storage area is between 50 °F and 70 °F or state public health department requirement	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food and paper supplies stored at least 6 inches above the floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food labeled with name and received date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open bags of food stored in containers with tight-fitting lids and labeled with the common name; TCS and ready-to-eat (RTE) foods date-marked	<input type="checkbox"/>	<input type="checkbox"/>	_____
Using FIFO (First-In, First-Out) method of inventory management	<input type="checkbox"/>	<input type="checkbox"/>	_____
There are no bulging or leaking canned goods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food surfaces are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemicals clearly labeled and stored away from food and food-related supplies	<input type="checkbox"/>	<input type="checkbox"/>	_____
There is a regular cleaning schedule for all food surfaces	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food stored in the original container or a food-grade container	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PRODUCTION	Yes	No	SOP Needed
All food stored or prepared in the facility is from approved sources	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Frozen food thawed under refrigeration, cooked to proper temperature from a frozen state, or thawed in cold running water	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food preparation planned, so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food tasted using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procedures are in place to prevent cross-contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food handled with suitable utensils, such as single-use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clean reusable towels used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food cooked to the required safe internal temperature for the appropriate time; test temperature with calibrated food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	_____
The internal temperature of cooking food is monitored and documented	<input type="checkbox"/>	<input type="checkbox"/>	_____

HOLDING	Yes	No	SOP Needed
HOT HOLDING			
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heat food to the required safe internal temperature before placing it in hot holding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot holding units are not used to reheat time/temperature control for safety foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot holding unit is pre-heated before hot food placed in the unit	<input type="checkbox"/>	<input type="checkbox"/>	_____
The temperature of hot food held is at or above 135 °F	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____

COLD HOLDING	Yes	No	SOP Needed
Refrigerators kept clean and organized	<input type="checkbox"/>	<input type="checkbox"/>	_____
The temperature of cold food held is at or below 41 °F	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____

TRANSPORTING FOOD	Yes	No	SOP Needed
Truck used for transporting food is neat and clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Evaluated transported food for tampering at the pickup and delivery site	<input type="checkbox"/>	<input type="checkbox"/>	_____
Covered food during transport	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food transported in equipment to maintain temperature and prevent cross-contamination and cross-contact	<input type="checkbox"/>	<input type="checkbox"/>	_____
The temperature recorded at loading	<input type="checkbox"/>	<input type="checkbox"/>	_____
The temperature recorded at delivery	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot food temperature maintained at 135 °F or higher	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cold Food temperature maintained at 41 °F or lower	<input type="checkbox"/>	<input type="checkbox"/>	_____
Separated chemicals transported to sites from food and paper goods	<input type="checkbox"/>	<input type="checkbox"/>	_____

SERVING FOOD	Yes	No	SOP Needed
Use of disposable dishes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature of food recorded before service	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature of food recorded during service	<input type="checkbox"/>	<input type="checkbox"/>	_____
No bare hand contact with food during service	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot food served at 135 °F or higher	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cold food served at 41 °F or lower	<input type="checkbox"/>	<input type="checkbox"/>	_____
Monitored temperature of TCS foods for field trips	<input type="checkbox"/>	<input type="checkbox"/>	_____
Monitored temperature of TCS foods served in the classroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
Monitored food returned for a share table for temperature and cross-contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____

COOLING FOOD	Yes	No	SOP Needed
Cooled leftover food to 70 °F within 2 hours, and less than 41 °F in an additional 4 hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
All leftover food is covered, dated, and labeled	<input type="checkbox"/>	<input type="checkbox"/>	_____
A policy for reserving leftover food is in place	<input type="checkbox"/>	<input type="checkbox"/>	_____

REHEATING FOOD	Yes	No	SOP Needed
Reheated hot food to 165 °F for 15 seconds in less than 2 hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Policy for discarding reheated food is in place	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING

UTENSILS AND EQUIPMENT	Yes	No	SOP Needed
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishmachine is working properly (gauges and chemicals are at recommended levels and checked for accuracy)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water temperatures are correct for washing and rinsing	<input type="checkbox"/>	<input type="checkbox"/>	_____
All small equipment and utensils, including cutting boards and knives, are cleaned, sanitized, and allowed to air dry before use	<input type="checkbox"/>	<input type="checkbox"/>	_____
For heat sanitizing, the utensils are immersed in 171 °F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>	_____
For chemical sanitizing, sanitizer mixed correctly, and a sanitizer strip used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stored wiping cloths in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work surfaces cleaned and sanitized before use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thermometers cleaned and sanitized before and after each use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thermometers calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleaned and sanitized the can opener before use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleaned and sanitized drawers and racks before use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clean utensils 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"/>	_____

LARGE EQUIPMENT	Yes	No	SOP Needed
Cleaned and sanitized the food slicer after every use	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust hoods and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	

GARBAGE STORAGE AND DISPOSAL	Yes	No	SOP Needed
Kitchen garbage cans are clean and kept covered	<input type="checkbox"/>	<input type="checkbox"/>	
Emptied garbage cans as necessary, at least daily	<input type="checkbox"/>	<input type="checkbox"/>	
Removed boxes and containers from the site	<input type="checkbox"/>	<input type="checkbox"/>	
Loading dock and area around dumpster are clean and dumpsters have tight-fitting lids	<input type="checkbox"/>	<input type="checkbox"/>	

PEST CONTROL	Yes	No	SOP Needed
Outside doors (1) have screens, (2) are well sealed, and (3) are equipped with self-closing devices	<input type="checkbox"/>	<input type="checkbox"/>	
No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	

PERSONAL HYGIENE	Yes	No	SOP Needed
Employees wear clean and proper uniform, including shoes	<input type="checkbox"/>	<input type="checkbox"/>	
Effective hair restraints are properly worn	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean (no artificial nails)	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to a plain ring, such as a wedding band	<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed properly, frequently, and at appropriate times	<input type="checkbox"/>	<input type="checkbox"/>	
Burns, wounds, splints, sores, scabs, and waterproof bandages on hands are bandaged and completely covered with a single-use glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>	
Eating, drinking, and chewing gum allowed only in designated areas	<input type="checkbox"/>	<input type="checkbox"/>	
Employees use disposable tissues when coughing or sneezing and then immediately wash their hands	<input type="checkbox"/>	<input type="checkbox"/>	
Employees appear in good health	<input type="checkbox"/>	<input type="checkbox"/>	
Hand sinks are unobstructed, operational, and clean	<input type="checkbox"/>	<input type="checkbox"/>	
Stocked hand sinks with soap, disposable towels, and warm water	<input type="checkbox"/>	<input type="checkbox"/>	

Posted a handwashing reminder sign	<input type="checkbox"/>	<input type="checkbox"/>	_____
Employee restrooms are operational and clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Policy for visitors in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	_____

OTHER	Yes	No	SOP Needed
Procedures for a food recall	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency meal plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procedures in the event of foodborne illness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Special dietary needs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food defense (different plan but incorporate basics)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Facility security	<input type="checkbox"/>	<input type="checkbox"/>	_____
Securing prepared food	<input type="checkbox"/>	<input type="checkbox"/>	_____
Securing stored food	<input type="checkbox"/>	<input type="checkbox"/>	_____

SOPs Needed for Food Safety Plan

Instructions: Write down the food safety topics for which you need to find and/or create an SOP.

1.

2.

3.

Share Tables (Sample SOP)

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard items found on the share table if:
 - a. They are considered unallowable food items
 - b. They are potentially hazardous/perishable and found to be above 41°F when temperatures are monitored
 - c. Their packages have been compromised
 - d. The expiration date has passed

Verification and Record Keeping:

Foodservice employees will document temperatures of potentially hazardous/perishable foods left on the share table on the Share Table Temperature Log as specified in the Instructions Section of this SOP. Foodservice employees will document all items for redistribution on the Food Recovery Log. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. These logs are to be kept on file for a minimum of one year.

APPROVED BY: _____ **DATE:** _____

REVIEWED BY: _____ **DATE:** _____

REVISED BY: _____ **DATE:** _____

The Process Approach				
Process Approach Category	Temperature Danger Zone (TDZ)	Important Temperatures	Specific Best Practices	General Best Practices
No Cook	Food does not go through the TDZ.	Food must be kept at or below 41 °F.	<ul style="list-style-type: none"> Follow standardized recipes. Verify food temperatures during cold holding. 	<ul style="list-style-type: none"> Purchase foods from approved sources. Receive foods properly. Store foods properly, including separating food from chemicals. Use good personal hygiene. Follow proper handwashing practices. Prevent cross-contamination.
Same Day Service	Food goes through the TDZ once.	<ul style="list-style-type: none"> Heat food to the required internal temperature. Cool food using proper cooling methods. 	Verify food temperatures during hot holding.	<ul style="list-style-type: none"> Limit time food is held in the temperature danger zone. Use a sanitized, calibrated thermometer to take food temperatures. Serve food so that there is no bare hand contact. Use appropriate utensils, deli paper, or single-use gloves. Restrict ill employees from working with food.
Complex	Food goes through the TDZ two or more times.	<p><i>Two times through TDZ</i></p> <ul style="list-style-type: none"> Cook food to the required internal temperature. Cool food using proper cooling methods. <p><i>Three times through TDZ</i></p> <ul style="list-style-type: none"> Cook food. Cool food. Reheat food to 165 °F for at least 15 seconds. Hold food at 135 °F or above. 	Verify food temperatures during cooking, cooling, reheating, and hot holding.	

Chicken Alfredo with a Twist

Ingredients	50 Servings		100 Servings		Process #2: Same Day Service
	Weight	Measure	Weight	Measure	
Water		6 gal		12 gal	1. Heat water to a rolling boil.
Rotini pasta, whole grain, dry	4 lb	5 qt 1 ½ cups	8 lb	2 gal 2 ¾ qt	2. Slowly add pasta. Stir constantly, until water boils again. Cook about 8 minutes or until al dente; stir occasionally. DO NOT OVERCOOK. Drain well. 3. Pour into steam table pans (12" x 20" x 4"). For 50 servings, use 2 pans. For 100 servings, use 4 pans. <u>Critical Control Point: Hold pasta at 135 °F or higher.</u>
Low-fat, reduced-sodium cream of chicken soup, condensed	9 lb 6 oz	1 gal ¾ qt (3 No. 3 cans)	18 lb 12 oz	2 gal 1 ½ qt (6 No. 3 cans)	4. Combine soup, half and half, pepper, garlic, Parmesan cheese, and chicken. Cook over medium heat for 5-10 minutes, stirring often. <u>Critical Control Point: Heat to 165 °F or higher for at least 15 seconds.</u>
Fat-free half and half		3 qt		1 gal 2 qt	
Ground white pepper		2 tsp		1 Tbsp 1 tsp	
Garlic powder		1 tsp		2 tsp	
Parmesan cheese, grated	1 lb 1 oz	1 ½ qt	2 lb 2 oz	3 qt	
Frozen, cooked diced chicken, thawed, ½" pieces	6 lb 8 oz	1 gal 1 ¼ qt	13 lb	2 gal 2 ½ qt	5. Combine noodles and sauce immediately before serving. 6. <u>Critical Control Point: Hold for hot service at 135 °F or higher.</u> 7. Portion with 8 fl oz spoodle (1 cup).

Cooking and Reheating Temperature Log

Instructions: Record product name, time, the two temperatures, and any corrective action taken on this form. The school nutrition manager will verify that school nutrition employees have taken the required cooking temperatures. By visually monitoring school nutrition employees and preparation procedures during the shift and reviewing, initialing, and dating this log daily, it will ensure all procedures are done. Maintain this log for a minimum of 1 year, but refer to your State agency for retention guidelines specific for your state.

Date and Time	Food Item	Internal Temperature	Internal Temperature	Corrective Action Taken	Initials	Verified By/Date

Refrigeration / Freezer Log

Month/Year	Location
------------	----------

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each day.

Location/Unit Description	Date	Time	Temperature	Corrective Action	Initials
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	30				
	31				

DISH MACHINE TEMPERATURE LOG

SCHOOL: _____ MONTH: _____

FINAL RINSE TEMP 180°F

Date	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												

Temperatures Through Food Production

Important Temperatures	Why it is Important	Best Practices
Purchasing		
<ul style="list-style-type: none"> • Cold food: 41 °F and below • Hot food: 135 °F and above 	<p>Buy from vendors that have good food safety practices in place to ensure the food you purchase has not been temperature abused.</p>	<ul style="list-style-type: none"> • Buy from reputable vendors. • Include food safety standards in purchasing agreements.
Receiving		
<ul style="list-style-type: none"> • Refrigerated food: 41 °F and below • Frozen food: at or below 32 °F • Hot food: held at or above 135 °F 	<p>Cold foods must be received at 41 °F or below so that it is not in the temperature danger zone. Frozen food must be frozen and contain no ice crystals. Ice crystals are a sign that the food has been thawed and refrozen.</p>	<ul style="list-style-type: none"> • Keep the receiving area clean. • Inspect the delivery truck. Make sure it is clean and free of odors. Check food temperatures, paying particular attention to frozen and refrigerated products. • Look for signs of contamination and container damage. Reject damaged packages; their contents may also be contaminated or damaged. • Check for the separation of raw and ready-to-eat or prepared foods during transport. • Store foods immediately.

Important Temperatures	Why it is important	Best Practices
<ul style="list-style-type: none"> • Dry storage areas: between 50 °F and 70 °F • Refrigerated storage areas: at or below 41 °F • Deep chilling storage areas: between 26 °F and 32 °F • Freezer storage areas: between -10 °F and 0 °F 	<p>Storing food out of the temperature danger zone assists in preserving food quality and decreases the likelihood of bacterial growth. However, dry storage items are shelf-stable in the temperature danger zone because bacteria present in the sealed container is eliminated during processing and because conditions in the food (like pH or water activity) do not support the growth of bacteria.</p>	<p>Storing</p> <ul style="list-style-type: none"> • Use the First-In, First-Out (FIFO) principle. Older products should be used first. • Store products in original packaging. Label foods with the delivery date. • Keep raw foods separate from cooked or ready-to-eat products. • Store foods at least 6 inches off the floor and 6 inches away from the wall. • Keep storage areas clean, dry, and pest-free. • Store chemicals away from foods and food-related supplies. • Maintain, monitor, and record refrigerator, freezer, and dry storage room temperatures.
<ul style="list-style-type: none"> • Pre-chill ingredients for cold foods to 41 °F or below before combining with other ingredients. • Limit the preparation time of any ingredients to no more than 30 minutes at room temperature before cooking, serving, or returning to the refrigerator. 	<p>These methods prevent food from being in the temperature danger zone for too long.</p>	<p>Preparing</p> <ul style="list-style-type: none"> • Wash hands frequently, properly, and at appropriate times. • Avoid cross-contamination. • Keep foods out of the temperature danger zone. • Use batch cooking to limit the time between preparation and service. • Thaw foods properly. • Chill all cold foods as quickly as possible. • Prepare foods as close to serving time as the menu will allow.

Important Temperatures	Why It Is Important	Best Practices
Cooking		
<ul style="list-style-type: none"> • 165 °F – poultry, stuffing, stuffed meats, stuffed pasta, casseroles, leftovers • 155 °F – ground meats, such as hamburger, ground pork, sausage, eggs for hot holding • 145 °F – beef roasts, pork roasts, beef steaks, ham, fish • 135 °F – ready-to-eat foods taken from a commercially processed, hermetically sealed package; vegetables (frozen or canned) 	<p>Cooking foods to the correct internal temperature will destroy existing bacteria, even though it may not kill toxins or bacterial spores. Minimizing time in the TDZ will discourage the production of toxins and spores.</p>	<ul style="list-style-type: none"> • Avoid cross-contamination. • Cook foods to the proper internal temperature for the appropriate time. • Use a clean, calibrated food thermometer. • Record internal food temperature.
Holding and Serving		
<ul style="list-style-type: none"> • Cold food: held at or below 41 °F • Hot food: held at or above 135 °F 	<p>These temperatures keep food out of the temperature danger zone and prevent pathogen growth.</p>	<ul style="list-style-type: none"> • Avoid cross-contamination. • Keep foods out of the temperature danger zone. • Monitor and record food temperatures. • Monitor the temperature of hot holding and cold holding equipment.

Important Temperatures	Why it is Important	Best Practices
<ul style="list-style-type: none"> Hot food must be cooled from 135 °F to 70 °F within 2 hours. If not, the food must be reheated to 165 °F for 15 seconds or discarded. Food must be cooled within a total of 6 hours from 135 °F to 41 °F (if step one is achieved). Foods that start at room temperature (70 °F) must be cooled to 41 °F within 4 hours. 	<p>These are the time and temperature regulations specified by the <i>Food Code</i> to cool foods safely to prevent bacterial growth.</p>	<p>Cooling</p> <ul style="list-style-type: none"> Speed up cooling by using techniques such as: <ul style="list-style-type: none"> Stirring frequently Dividing food into small quantities Using shallow pans Using ice water baths or ice paddles whenever possible Use a clean and calibrated food thermometer to check temperatures. Monitor and record food temperatures during the cooling process. Store foods appropriately – covered and labeled with product name and date prepared.
<p>165 °F for 15 seconds within 2 hours</p>	<p>This is the temperature and time required to kill any bacteria that may be present in the food.</p>	<p>Reheating</p> <ul style="list-style-type: none"> Reheat to an internal temperature of 165 °F for 15 seconds within 2 hours or less. Monitor and record internal temperatures of foods. Never reheat food in hot holding equipment. Recommended to reheat food one time; quality diminishes each time.
Transporting		
<p>Refer to temperatures for holding</p>		

Tips for Creating a Food Safety Culture

- Create buy-in from the top down.
 - Make food safety your priority too!
 - Let your school board know about your HACCP-based plan.
- Make food safety part of the daily conversation.
 - Create open dialogue where questions can be asked.
 - Make good food safety practices a habit.
- Purchase equipment for staff to follow food safety procedures successfully.
 - Cleaning equipment, hot and cold holding equipment, etc.
- Be consistent in training on current and new food safety practices and procedures.
 - Food safety culture begins with new hire orientation and never goes away.
 - Continuous training is needed to keep managers and staff up-to-date on the best food safety practices.
- Involve staff in the creation of the plan.
 - An example process could be:
 1. Director describes the goal of where to be.
 2. Director distributes the draft plan to managers and staff.
 3. Managers and staff are given a chance to edit and voice concerns.
 4. Director addresses concerns and incorporates edits.
 - This creates buy-in and a stronger program.
- Revisit the process regularly to make sure it is working.
- Create a peer-based food safety awareness.
 - Mentor employees and have them mentor each other.
- Empower front line employees to make decisions about food safety.
 - Take corrective actions when needed.
 - Ask questions when they have a food safety concern.

Every employee has the opportunity to be a food safety advocate for his or her school!

Source: Safe Food Alliance. (n.d.). *The importance of food safety culture*. <https://safefoodalliance.com/management/the-importance-of-food-safety-culture/>

Foodborne Illness Incident Report

Date occurred: _____

School: _____

Time/meal: _____

Child's name:

Parent or guardian's name:

Address:

Telephone number:

Physician contact information:

Health Dept. contact name & date:

Suspected Food Item(s) & Manufacturer's Product Information:

Description of Preparation:

Summary of incident:

Symptoms:

Recall of Activities:

Bag, label, date, and indicate current storage location of food:

Results of Investigation:

Corrective Action:

Manager or Person in Charge's Signature: _____

Date: _____

Physical Hazard Incident Report

Date: _____ Employee: _____
Time/meal: _____ Supervisor: _____
Child's name: _____
Parent/guardian's name: _____ Telephone: _____

Food Item:

Object Description:

Manufacturer's Product Information:

Summary of Incident:

Description of injury to child:

Bag, label, date, and indicate current storage location of food:

Employee signature: _____ Date: _____

Corrective action:

Manager or Person

In Charge's Signature: _____

Date: _____

Receiving Log (Transporting)

Instructions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily.

Date	Time	Vendor or School	Product Name	Temperature	Corrective Action Taken	Initials/Date	Manager Initials/Date

AFTERSCHOOL SNACK PRODUCTION RECORD

WEEK OF _____ SCHOOL _____

MENU	MENU COMPONENT	FOOD ITEM	SERVING SIZE	SERVINGS PER UNIT	ACTUAL AMOUNT USED	AMOUNT LEFTOVER	PORTIONS SERVED
<i>Monday</i>							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
<i>Tuesday</i>							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
<i>Wednesday</i>							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
<i>Thursday</i>							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							
<i>Friday</i>							
	FRUIT/VEG.						
	GRAIN/BREAD						
PLANNED:	MEAT/ALT.						
STUDENT:							
ADULT:	MILK		½ pint				
TOTAL SERVED:							

8-201.11 When Plans Are Required continued.

- (C) The remodeling of a RETAIL FOOD ESTABLISHMENT or a change of type of RETAIL FOOD ESTABLISHMENT or FOOD operation if the REGULATORY AUTHORITY determines that plans and specifications are necessary to ensure compliance with this Regulation. ^{PF}

8-201.12 Contents of the Plans and Specifications.

The plans and specifications for a FOOD ESTABLISHMENT, including a RETAIL FOOD ESTABLISHMENT specified under Subpart 8-201.13, shall include, as required by the REGULATORY AUTHORITY based on the type of operation, type of FOOD preparation, and FOODS prepared, the following information to demonstrate conformance with THESE RULES AND REGULATIONS provisions:

- (A) Intended menu;
- (B) Anticipated volume of FOOD to be stored, prepared, and sold or served;
- (C) Proposed layout, mechanical schematics, construction materials, and finish schedules;
- (D) Proposed EQUIPMENT types, locations, dimensions, performance capacities, and installation specifications;
- (E) Evidence that standard procedures that ensure compliance with the requirements of THESE RULES AND REGULATIONS are developed or are being developed; and
- (F) Other information that may be required by the REGULATORY AUTHORITY for the proper review of the proposed construction, conversion or modification, and procedures for operating a RETAIL FOOD ESTABLISHMENT.

8-201.13 When a HACCP Plan is Required.

- (A) Before engaging in an activity that requires a HACCP PLAN, a PERMIT applicant or PERMIT HOLDER shall submit to the REGULATORY AUTHORITY for approval a properly prepared HACCP PLAN as specified under Subpart 8-201.14 and the relevant provisions of these RULES AND REGULATIONS if:
 - (1) Submission of a HACCP PLAN is required according to LAW;
 - (2) A VARIANCE is required as specified under Subparagraph 3-401.11(D)(3); Subpart 3-502.11 or, Subparagraph 4-204.110(B); or
 - (3) The REGULATORY AUTHORITY determines that a FOOD preparation or processing method requires a VARIANCE based on a plan submittal specified under subpart 8-201.12, an inspectional finding, or a VARIANCE request.
- (B) A PERMIT applicant or PERMIT HOLDER shall have a properly prepared HACCP PLAN as specified under Subpart 3-502.12.

8-201.14 Contents of a HACCP Plan.

For a RETAIL FOOD ESTABLISHMENT that is required under Subpart 8-201.13 to have a HACCP PLAN, the plan and specifications shall indicate:

- (A) A categorization of the types of POTENTIALLY HAZARDOUS FOODS (TIME/TEMPERATURE CONTROL FOR SAFETY FOODS) that are specified in the menu such as soups and sauces, salads, and bulk, solid FOODS such as MEAT roasts, or of other FOODS that are specified by the REGULATORY AUTHORITY; ^{PF}

8-201.14 Contents of a HACCP Plan continued.

- (B) A flow diagram by specific FOOD or category type identifying CRITICAL CONTROL POINTS and providing information on the following:
- (1) Ingredients, materials, and EQUIPMENT used in the preparation of that FOOD, ^{Pf} and
 - (2) Formulations or recipes that delineate methods and procedural control measures that address the FOOD safety concerns involved; ^{Pf}
- (C) FOOD EMPLOYEE and supervisory training plan that addresses the FOOD safety issues of concern; ^{Pf}
- (D) A statement of standard operating procedures for the plan under consideration including clearly identifying:
- (1) Each CRITICAL CONTROL POINT, ^{Pf}
 - (2) The CRITICAL LIMITS for each CRITICAL CONTROL POINT, ^{Pf}
 - (3) The method and frequency for monitoring and controlling each CRITICAL CONTROL POINT by the FOOD EMPLOYEE designated by the PERSON IN CHARGE, ^{Pf}
 - (4) The method and frequency for the PERSON IN CHARGE to routinely verify that the FOOD EMPLOYEE is following standard operating procedures and monitoring CRITICAL CONTROL POINTS, ^{Pf}
 - (5) Action to be taken by the PERSON IN CHARGE if the CRITICAL LIMITS for each CRITICAL CONTROL POINT are not met, ^{Pf} and
 - (6) Records to be maintained by the PERSON IN CHARGE to demonstrate that the HACCP PLAN is properly operated and managed; ^{Pf} and
- (E) Additional scientific data or other information, as required by the REGULATORY AUTHORITY, supporting the determination that FOOD safety is not compromised by the proposal. ^{Pf}

Confidentiality

8-202.10 Trade Secrets.

The REGULATORY AUTHORITY shall treat as confidential in accordance with LAW, information that meets the criteria specified in LAW for a trade secret and is contained on inspection report forms and in the plans and specifications submitted as specified under Subparts 8-201.12 and 8-201.14.

Construction Inspection and Approval

8-203.10 Preoperational Inspections.

The REGULATORY AUTHORITY shall conduct one or more preoperational inspections to verify that the RETAIL FOOD ESTABLISHMENT is constructed and equipped in accordance with the APPROVED plans and APPROVED modifications of those plans, has established standard operating procedures as specified under Subparagraph 8-201.12(E), and is in compliance with LAW and THESE RULES AND REGULATIONS.