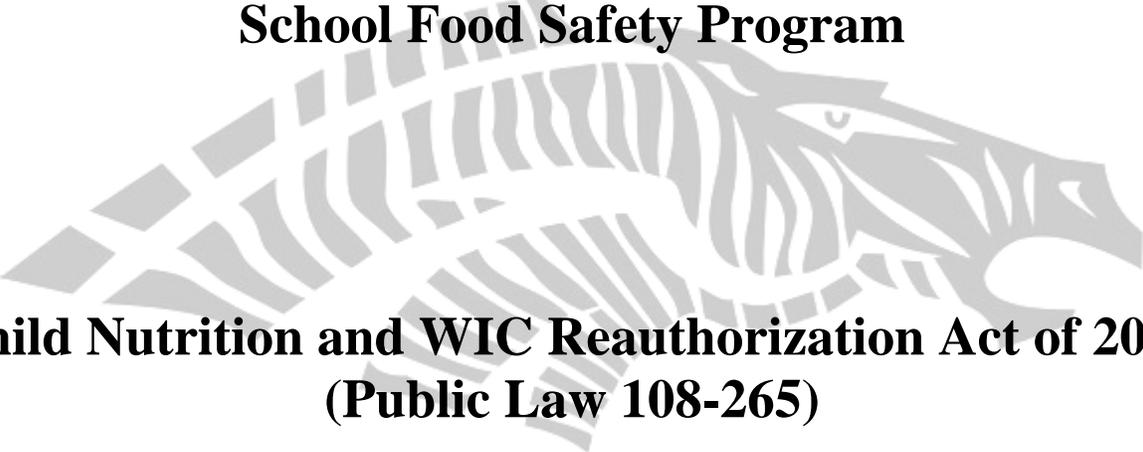


Grandview Independent School District

Hazard Analysis and Critical Control Point (HACCP) School Food Safety Program



**Child Nutrition and WIC Reauthorization Act of 2004
(Public Law 108-265)**

**United States Department of
Agriculture and Nutrition Service**

2006

Table of Contents

Introduction	4
Overview	5
Purpose of a School Food Safety Program	6
Requirements of a School Food Safety Program	7
Developing a School Food Safety Program	8
Step 1 Develop, Document, and Implement SOPs	8
Step 2 Identify and Document all Menu Items	9
Step 3 Identify and Document Control Measures and Critical Limits	10
Temperatures and Holding Times	12
Step 4 Establish Monitoring Procedures	13
Step 5 Establish Corrective Actions	14
Step 6 Keep Records	15
Process 1 Graphic	16
Process 2 Graphic	17
Process 3 Graphic	18
Step 7 Review and Revise	19
Other Factors	19
Glossary	20
APPENDICES	
I. Standard Operating Procedures (SOPs)	
Cooking Potentially Hazardous Foods	24
Cooling Potentially Hazardous Foods	26
Holding Hot and Cold Potentially Hazardous Foods	28
Date Marking Ready-to-Eat, Potentially Hazardous Foods	30
Personal Hygiene	32
Reheating Potentially Hazardous Foods	34
Receiving Deliveries	36
Storing and Using Poisonous or Toxic Chemicals	38
Using Suitable Utensils When Handling Ready-to-Eat Foods	40
Washing Fresh Fruits and Vegetables	42
Washing Hands	44
II. Food Safety Program	
Description and Overview	47
SOPs	48
Food Preparation Plan	49
Monitoring	51
Corrective Actions	51
Recordkeeping	52
Review	52

III.	Recordkeeping Forms	
	Food Safety Checklist	55
	Receiving Log	59
	Cooking and Reheating Temperature Log	60
	Cooling Temperature Log	61
	Damaged or Discarded Product Log	62
	Refrigeration Log	63
	Product Daily Temperature Log	64
	Daily Temperature Check Freezer	65
	Daily Temperature Check Walk-in Cooler	66
	Daily Temperature Check Refrigerator	67
	Receiving Record of Rejected Products	68
	Tracking Cooling/Corrective Action	69
IV.	Grandview Child Nutrition Procedures	70
	Food Service Safety Agreement	83
V.	References and Resources	84



Developing a School Safety Program Based on the Process Approach to HACCP Principles

I. Introduction

Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFAs must have a fully implemented food safety program that complies with HACCP principles or with this optional guidance no later than the end of the 2005-2006 School Year.

This document serves as USDA guidance for the implementation of HACCP-based food safety programs in schools participating in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). This guidance identifies the minimum elements that must be included in a food safety program based on HACCP principles. SFAs may use this guidance to develop a food safety program that meets the needs of each food production and food service facility in their jurisdiction. SFAs that already have a HACCP-based food safety program in place may retain their current program if it includes all the HACCP principles listed in this guidance. This guidance, however, does not address school food safety inspections because they are a separate requirement.

HACCP is a systematic approach to construct a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process--from receiving to service. More information regarding the traditional approach to HACCP may be found at <http://www.fsis.usda.gov/OPHS/NACMCF/past/JFP0998.pdf>. USDA recommends that SFAs use the Process Approach to HACCP because it gives them flexibility to create a program suitable for a variety of situations. The Process Approach, originally developed by the Food and Drug Administration for retail food establishments, categorizes food preparation into three broad categories based on how many times each menu item moves through the temperature danger zone. This guidance presents a modified version of the Process Approach to make it practical for school foodservice operations.

Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment. Keeping foods safe is also a vital part of healthy eating and a recommendation of the *Dietary Guidelines for Americans 2005*. When properly implemented, HACCP-based food safety programs will help ensure the safety of the school meals served to children across the Nation.

II. Overview

The guidance in this document will help you develop a food safety program for your SFA. All SFAs/schools that participate in the National School Lunch Program and/or the School Breakfast Program must implement a food safety program, as described below.

Key points:

Three main points are essential to developing this program: sanitation, temperature control, and Standard Operating Procedures (SOPs).

1. Be sure that all of your food preparation areas are clean and sanitary, such as workers' hands, utensils, and food contact surfaces. Avoid cross contamination.
2. Temperature control means keeping cold foods cold and hot foods hot. Cook to proper temperatures and hold at proper temperatures, and be sure to record those temperatures. A basic, properly calibrated food thermometer (digital or dial) is all you need to check for proper temperatures.
3. SOPs can be used both for sanitation and to verify that proper temperatures are being observed, as well as other aspects of a foodservice operation.

New Terms:

Hazard analysis: review of your food service operation to find areas where food safety problems might occur

Control measures: steps you take to reduce the likelihood of food contamination

Critical control points: points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety

Critical limits: the time and temperature ranges for food preparation and service (either cold or hot) that keep food safe

Process Approach: a method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature "danger zone," which is between 41 °F and 135 °F (per the amendment to the 2001 FDA Food Code issued in August 2003)

Standard Operating Procedure (SOP): written instructions for a food service task to reduce food safety hazards

Making it work:

If you see a failure in sanitation or temperature control, be sure to have a means of correcting the problem and verifying that the corrective steps resolved the problem. Once your food safety program is in operation, someone should be checking to see that it is working perhaps once a month. Then, every year you should review the entire program to incorporate any changes, such as new menu items, new equipment, changes in staff, and remodeling.

III. Purpose of a School Safety Program

The purpose of a school safety program is to ensure the delivery of safe foods to children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (flow). An effective safety program will help control food safety hazards that might arise during all aspects of service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving).

There are two types of hazards:

- 1) those specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.) and
- 2) nonspecific ones that affect all foods, such as poor personal hygiene. Specific hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. Nonspecific hazards are controlled by developing and implementing SOPs.

A school safety program should control both specific and nonspecific hazards and consists of SOPs and a written plan for applying the basic HACCP principles.



IV. Requirements of a School Safety Program

The SFA is responsible for developing a comprehensive safety program for their jurisdiction, including a plan for every school preparation and service site. A school safety program must include the following elements:

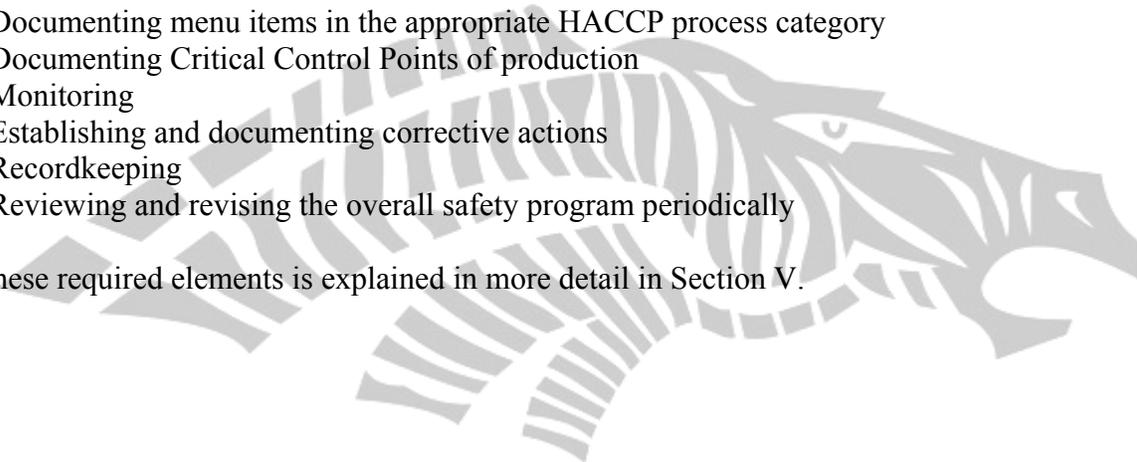
1. Documented SOPs

SOPs are a very important factor in developing an effective safety program. Their role is to serve as a basic safety foundation and to control hazards not outlined specifically in the HACCP plan. For example, soiled and unsanitized surfaces of equipment and utensils should not come into contact with raw or cooked (ready-to-eat). Proper procedures to prevent this occurrence should be covered by an SOP.

2. A written plan at each school preparation and service site for applying HACCP principles that includes methods for:

- Documenting menu items in the appropriate HACCP process category
- Documenting Critical Control Points of production
- Monitoring
- Establishing and documenting corrective actions
- Recordkeeping
- Reviewing and revising the overall safety program periodically

Each of these required elements is explained in more detail in Section V.



V. Developing a School Safety Program

In developing our safety program Grandview should review the foodservice operations within our SFA and describe the facility, functions, and standard procedures for each. Some basic information to consider when doing this initial review includes:

- Types of facilities in your SFA
- Existing SOPs
- Number and type of employees at each site
- Types of equipment
- Processes for preparation
- Menu items

After describing the operations in our jurisdiction, the following steps will help to develop our safety program.

1. Develop, document in writing, and implement SOPs.
2. Identify and document in writing all menu items according to the Process Approach to HACCP.
3. Identify and document control measures and critical limits.
4. Establish monitoring procedures.
5. Establish corrective actions.
6. Keep records.
7. Review and revise our overall safety program periodically.

Step 1: Develop, document, and implement SOPs.

SOPs lay a strong foundation for the overall school safety program. SOPs are step-by-step written instructions for routine food service tasks that affect the safety of food (nonspecific hazards), such as proper dishwashing procedures, or for tasks that are a part of the HACCP-based plan (specific hazards), such as proper cooking procedures.

Each SOP should include instructions on monitoring, documentation, corrective actions, and periodic review of the procedures they cover. Adherence to SOPs allows service managers and employees to effectively control and prevent hazards.

The main categories of SOPs with some example topics for school food service are listed below.

General safety considerations

Prohibit bare hand contact with ready-to-eat (RTE) foods.
Store chemicals away from food-related supplies.

Personnel

Require hand washing after restroom use, sneezing, coughing, or after performing any cleaning activity.
Develop a policy for restricting or excluding ill employees from production or preparation areas.

Product procurement

Follow recommendations for selecting vendors such as those found in State distributing agency vendor certification procedures.
Develop buyer product specifications.

Receiving

Reject all cans with swollen sides or ends, flawed seals and seams, rust or dents.
Put perishable foods into the refrigerator or freezer immediately.

Storing

Store all food and paper supplies 6 to 8 inches off the floor.
Label foods with the name of the school and delivery date.

Holding

Keep hot foods hot (above 135 °F) and cold foods cold (below 41 °F).

Preparation

Do not keep food in the "danger zone" (between 41 °F and 135 °F) for more than 4 hours.

Handle food with utensils; clean, gloved hands; or clean hands. (Bare hand contact with food during preparation should be limited. Bare hand contact with RTE foods should be prohibited.)

Cleaning/sanitizing

Use clean water, free of grease and food particles.
Keep wiping cloths in sanitizing solution while cleaning.

Cooking and documenting temperatures

Record all temperatures when they are taken.
Use only a clean and sanitized thermometer when taking internal temperatures of foods.

Cooling

Cool rapidly by storing food in small batches in individual containers; cover loosely so that heat can escape quickly.
Keep cold foods cold by pre-chilling ingredients for salads.

Reheating

Transfer reheated food to hot-holding equipment only when the food reaches the proper temperature.
Use only cooking ranges, ovens, steamers, and microwave ovens to reheat foods.
Use hot-holding equipment only to maintain temperature and not for rapidly heating food.

Step 2: Identify and document in writing all menu items according to the Process Approach to HACCP.

The Process Approach to HACCP is a method of classifying food preparation into three broad categories. These categories are based on the number of times a menu item makes a complete trip through the temperature danger zone. The way food is prepared at each site determines into which of the three food preparation processes it will fall.

Temperature, if not controlled properly during food preparation and service, can contribute to a higher risk of foodborne illness; therefore, it is critical to manage the temperature of food. In order to protect foods from potential hazards, it is important to keep hot foods hot and cold foods cold. It is most important to keep food out of the temperature danger zone (41°F - 135° F).

In assigning menu items to one of the three processes, consider the processes and procedures used to prepare the food in each of the school district's facilities. Determine whether menu items have no cook step involved, undergo a cook step for same day service, or receive additional cooling and reheating following a cook step. This will enable you to place each menu item into the appropriate process.

Identify the number of times each menu item goes up (heating) or comes down (cooling) through the danger zone (41°F - 135° F) and classify items into the following food preparation processes:

Process 1: No Cook

The menu item does not go completely through the danger zone in either direction.

Process 2: Same Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

Process 3: Complex Food Preparation

The menu item goes through both heating and cooling, taking two or more complete trips through the danger zone.

You should document the appropriate process for each menu item. This can be done in a variety of ways, including writing the process number directly on the recipe, or developing a list of menu items in each of the processes.

In some cases the menu item may not appear to fit into any of the processes. However, these types of items should still be handled and prepared properly. Salad bar items, such as fresh fruits and vegetables cut and ready-to-eat on a salad bar or served whole, should be treated as Process 1 items and kept cold. The goal is to control hazards associated with Process 1 and to prevent further contamination by ensuring good hygienic practices are followed by food employees. Keep in mind that for fresh fruits and vegetables, this includes no bare hand contact on ready-to-eat foods. SOPs to address fresh fruits and vegetables should be included in the food safety plan.

In addition to initial food preparation, a procedure for handling leftovers should be implemented. Generally, leftovers will fall into Process 3 as they have most likely been cooked and cooled prior to being stored and used again.

Step 3: Identify and document control measures and critical limits.

Control measures are any means taken to prevent, eliminate, or reduce hazards.

Collectively, control measures include SOPs as well as the Critical Control Points (CCPs) and the corresponding critical limits established in each of the three processes.

Once you identify the appropriate process for each menu item, determine what control measures are needed to prevent the introduction of hazards at each stage of food preparation from receiving to service. Decide which of the control measures are absolutely essential to ensuring safe food service.

Identifying CCPs and Implementing Essential Control Measures in the Process Approach:

The control measures that are absolutely essential must be applied at key points, known as CCPs, during the food preparation process to control specific hazards (physical, chemical, or biological). A CCP is a key point where a step can be taken to prevent, eliminate, or reduce a food safety hazard to an acceptable level. Loss of control at this point may result in an unacceptable health risk. You will find that despite the

different specific hazards, the control measures used to prevent, eliminate, or reduce hazards in all menu items under each of the three processes are similar.

The following are CCPs, related to each food preparation process:

For Process 1 No Cook:

- Cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., limiting time would be holding at room temperature for 4 hours and then discarding)

For Process 2 Same Day Service:

- Cooking to destroy bacteria and other pathogens
- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

For Process 3 Complex Food Preparation:

- Cooking to destroy bacteria and other pathogens
- Cooling to prevent the outgrowth of spore-forming bacteria
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation
- Reheating for hot holding, if applicable

CCPs and Corresponding Critical Limits

Each CCP includes boundaries that define safety. These boundaries or critical limits are the time and/or temperatures that must be achieved or maintained to control a food safety hazard. When critical limits are not met, the food may not be safe. The *2001 FDA*

Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code) provides critical limits designed to prevent, eliminate, or reduce hazards in. For example, when cooking chicken, the *Food Code* sets the critical limit at 165 °F for 15 seconds. Critical limits (time/temperature) are measurable and observable.

The following graphic demonstrates minimum temperatures and holding times (critical limits) for some common food service menu items.

Temperature Rules! Cooking for Food Service

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

Hold at specified temperature or above for 15 seconds unless otherwise stated

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, port – 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 temperature, see the *FDA Food Code 2001*

USDA Meat and Poultry Hotline 1-888-MPHotline

FDA Food Information Line 1-888-SAFE FOOD

Documenting CCPs and Critical Limits

You must document in writing the CCPs and critical limits for each Process Approach category in your food safety program and in each site plan. Each of the three processes in the Process Approach has specific CCPs, such as, cooking, cooling, hot holding, cold holding, and reheating. The CCPs for each of the processes will remain the same regardless of the menu item. However, the critical limits will vary depending upon the menu item and the recipe used to prepare each item. Critical limits for cooking, hot holding, and reheating are demonstrated by the temperature graphic on page 15. Critical limits for cooling can be found in the Cooling Potentially Hazardous Foods SOP on page 33 in Appendix I. The graphics on

pages 20 and 22 provide examples of menu items for each process with general control measures, CCPs, and critical limits. Also, see Appendix III for a sample school food safety program that includes documentation of control measures.

USDA's *Quantity Recipes for School Food Service* was recently revised to include CCPs and critical limits and is an excellent resource when preparing food by recipe. These recipes are available through the National Food Service Management Institute's website at http://www.nfsmi.org/Information/school_recipe_index_alpha.html. Having the recipes on file and following the recipes exactly will fulfill the requirement for documenting CCPs and critical limits within the Process Approach specifically for these recipes.

Although CCPs are identified in each of the USDA recipes, it is important to consider the complete process used at each site. Considering the complete process will help determine the need for CCPs when modifying recipes and in the absence of recipes. For instance, a particular **school** may cool leftover chicken, although cooling may not be identified as an operational step in the recipe. Therefore, a CCP must be determined and documented for the cooling step.

Using SOPs to Complement the Process Approach by Bridging Gaps

SOPs are also control measures and should not be forgotten when using the Process Approach. In addition to the established CCPs for each of the three processes, applicable SOPs should be followed for the preparation and service of all menu items. SOPs serve as general control measures for nonspecific hazards. SOPs complement the Process Approach by providing a general safety net; whereas, the CCPs determined for each of the three processes safeguard against specific hazards.

USDA is developing SOPs for use in the preparation of food in schools. These SOPs include critical limits, as well as monitoring, corrective action, verification, and recordkeeping procedures. The final versions will be posted on the NFSMI website.

Step 4: Establish monitoring procedures.

Monitoring is an important step for an effective food safety program. Control measures, including CCPs and SOPs, must be monitored, controlled, and documented in writing.

Monitoring involves making direct observations or taking measurements to see that the safety program is being followed. For example, the CCPs are managed by adhering to the established critical limits.

Monitoring will identify when there is a loss of control so that corrective action can be taken.

In establishing your monitoring procedures, consider the following questions:

- How will you monitor CCPs and SOPs?
- When and how often will you monitor?
- Who will be responsible for monitoring?

What you are going to monitor depends on the critical limits associated with each CCP for a menu item. Final temperature and time measurements are very important, and you should determine how you will effectively monitor the critical limits for them.

Determining the appropriate means for monitoring is an important factor. If equipment is selected to monitor a specific CCP, you should ensure that it is accurate. The equipment you choose should also be appropriate for the monitoring function.

When deciding how often you will monitor, you should ensure that the monitoring interval will be reliable enough to ensure hazards are being controlled. Your procedure for monitoring should be simple and easy to follow.

Individuals chosen to be responsible for a monitoring activity may be a manager, line supervisor, or other reliable employee. Employees should be given the training and equipment necessary to properly perform the monitoring activities.

Monitoring examples:

The CCP for cold foods is cold holding. The critical limit is holding at 41 °F or below. Therefore, the temperature of the refrigerator must be recorded on a refrigeration temperature monitoring chart at least two times daily to make sure the temperature is 41 °F or below.

A CCP for chicken is cooking. The critical limit is cooking at 165 °F for 15 seconds. Therefore, the internal temperature of the chicken must be monitored and recorded to make sure it is at or above 165 °F for 15 seconds.

Step 5: Establish corrective actions.

Whenever a critical limit is not met, a corrective action must be carried out immediately. A corrective action may be simply continuing to heat food to the required temperature. Other corrective actions may be more complicated, such as rejecting food items that were not delivered at the right temperature, or discarding food that has been held without temperature control too long.

The food safety program must include corrective actions. Employees must know what these corrective actions are, and be trained in making the right decisions. This preventive approach is the heart of HACCP. Problems will arise, but you need to find them and correct them before they cause illness or injury. It is also important to document corrective actions when they are taken.

Corrective action examples:

SOP:

If the temperature in the refrigerator is above 41 °F, then the equipment must be checked to see if it is working properly. Also, the thermometer that is used to record the temperature must be calibrated regularly and checked to see if it is working properly.

CCP:

When cooking raw poultry, corrective action must be taken if the internal temperature does not reach 165 °F for 15 seconds at the end of the designated cooking period. The corrective action would be to continue cooking the chicken until the internal temperature reaches 165 °F for at least 15 seconds.

Corrective actions should be determined for all SOPs and CCPs. A list of appropriate corrective actions must be included in your school food safety program.

Step 6: Keep records.

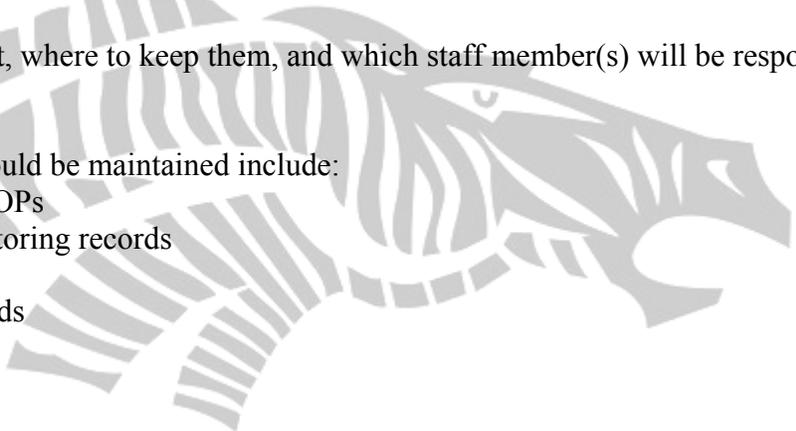
There are certain written records or kinds of documentation that are needed to verify that the food safety program is working. These records will normally involve the food safety plan and any monitoring, corrective action, or calibration records produced in the operation of the food safety program based on HACCP principles. Recordkeeping also provides a basis for periodic reviews of the overall food safety program. In the event your operation is implicated in a foodborne illness, documentation of activities related to monitoring and corrective actions can provide proof that reasonable care was exercised in the operation of your facility.

Maintain records of cooking, cooling, and reheating temperatures and other CCPs in the food preparation process. Keep documentation as simple as possible to make recordkeeping easy for employees. You do not necessarily need to develop new records. For example, you may use existing paperwork such as delivery invoices for documenting product temperature when receiving food items. Employees are an important source for developing simple and effective recordkeeping procedures.

Determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them.

Some of the types of records that should be maintained include:

- Records documenting the SOPs
- Time and temperature monitoring records
- Corrective action records
- Verification or review records
- Calibration records
- Training logs
- Receiving logs



PROCESS 1: NO COOK

Example: Fruit Salad

RECEIVE

Control Measures: Known Source
Receiving Temperatures

STORE

Control Measures: Proper Storage Temperatures
Prevent Cross Contamination
Store Away from Chemicals

PREPARE

Control Measures: Personal Hygiene
Restrict Ill Employees
Prevent Cross Contamination

CCP: COLD HOLDING

Critical Limit: Hold at 41°F or Below*
Check and Record Temperature

SERVE

Control Measures: No Bare Hand Contact with Ready to Eat Food
Personal Hygiene
Restrict Ill Employees

*Taking temperature is necessary

PROCESS 2: SAME DAY SERVICE

Example: Baked Chicken

RECEIVE

Control Measures: Known Source
Receiving Temperatures

STORE

Control Measures: Proper Storage Temperatures
Prevent Cross Contamination
Store Away from Chemicals

PREPARE

Control Measures: Personal Hygiene
Restrict Ill Employees
Prevent Cross Contamination

CCP: COOK

Critical Limit: Internal Temperature of 165°F for 15 seconds*
Check and record temperatures

CCP: HOT HOLD

Critical Limit: Hold at no less than 135°F*
Check and record temperatures

SERVE

Control Measures: No Bare Hand Contact with Ready to Eat Food
Personal Hygiene
Restrict Ill Employees

*Taking temperature is necessary

PROCESS 3: COMPLEX FOOD PREPARATION

Example: Beef and Bean Tamale Pie

RECEIVE

Control Measures: Known Source
Receiving Temperatures

STORE

Control Measures: Proper Storage Temperatures
Prevent Cross Contamination
Store Away from Chemicals

PREPARE

Control Measures: Personal Hygiene
Restrict Ill Employees
Prevent Cross Contamination

CCP: COOK

Critical Limit: Internal Temperature of 165°F for 15 seconds*
Check and record temperatures

CCP: COOL

Critical Limit: Cool to 70°F within 2 hours and from 70°F to 41°F or lower
within an additional 4 hours*
Check and record temperatures

CCP: REHEAT

Critical Limit: Heat to 165°F for at least 15 seconds*
Check and record temperatures

CCP: HOT HOLD

Critical Limit: Hold for hot service at 135°F or higher*
Check and record temperatures

SERVE

Control Measures: No Bare Hand Contact with Ready to Eat Food
Personal Hygiene
Restrict Ill Employees

*Taking temperature is necessary

Step 7: Review and revise your overall food safety program periodically.

There should be an ongoing as well as a periodic review of the activities described in our food safety program. This step ensures that the food safety program is operating according to what is specified in each school's plan. Designated individuals such as the manager should periodically make observations of employees' monitoring activities, calibrate equipment and temperature measuring devices, review records/actions, and discuss procedures with employees. All of these activities should take place regularly to verify that the program is addressing the food safety concerns and, if not, checking to see if it needs to be modified or improved.

Review and revise the food safety program at least annually or as often as necessary to reflect any changes in our facility. These may include new equipment, new menu items, reports of illness or comments on health inspections, or other factors that indicate how well your food safety program is working. The food services manager will review the current plan, when it will be done, and how it will be documented.

VI. Other Factors in the Success of our Food Safety Program

The success of a food safety program is dependent upon facilities, equipment, and people. The facilities and equipment should be selected or designed to promote safe food preparation and handling practices by employees. Grandview ISD should review our facilities and correct or modify barriers to safe food preparation. For example, faulty or out-dated plumbing or lack of appropriate thermometers could be a barrier to safe food production.

Managers and employees need to be properly trained to successfully reduce the occurrence of foodborne risk factors. A food safety program is effective when each employee knows his/her role and is committed to making it work. Grandview should also consider obstacles such as high employee turnover or communication barriers when designing and implementing a food safety program.

The following practices contribute to a successful food safety program:

- Providing on-going food safety training for all employees.
- Reviewing food safety principles, including SOP guidelines, for all employees on an annual basis.
- Requiring new employees, including substitutes and volunteers, to complete initial food safety training before handling food.
- Maintaining training and attendance records on all employees at each facility.
- Holding facility managers responsible for maintaining employee training standards.

GLOSSARY

All of the definitions in this glossary, except those marked with an asterisk (*), have been taken from the Food and Drug Administration document *Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments (draft September 29, 2004)*.

APPROVED SOURCE: An acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

CCP: Critical Control Point.

CONTAMINATION: The unintended presence in food of potentially harmful substances, including micro-organisms, chemicals, and physical objects.

CONTROL MEASURE: Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of.

CORRECTIVE ACTION: An activity that is taken by a person whenever a critical limit is not met.

CRITICAL CONTROL POINT (CCP): An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

CRITICAL LIMIT: One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

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

DANGER ZONE: The temperature range between 5 °C (41 °F) and 57 °C (135 °F) that favors the growth of pathogenic micro-organisms.

EXCLUDE: To prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.

FOOD: Raw, cooked, or processed edible substance, ice, beverage, chewing gum or ingredient used or intended for use or for sale in whole or in part for human consumption.

FOOD ESTABLISHMENT: An operation at the retail or food service level, i.e., that serves or offers food directly to the consumer and that, in some cases, includes a production, storage, or distributing operation that supplies the direct-to-consumer operation (satellite kitchens).

PREPARATION PROCESS: A series of operational steps conducted to produce a food ready to be consumed.

BORNE ILLNESS: A sickness resulting from the consumption of foods or beverages contaminated with disease-causing micro-organisms, chemicals, or other harmful substances.

BORNE OUTBREAK: The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

HACCP: Hazard Analysis and Critical Control Point.

HACCP PLAN: A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

HAZARD: A biological, physical, or chemical property that may cause a food to be unsafe for human consumption.

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP): A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

INTERNAL TEMPERATURES: The temperature of the internal portion of a food product.

MEAT: The flesh animals used as food including dressed flesh of cattle, swine, sheep, or goats and other edible animals, except fish, poultry and wild game animals.

MICRO-ORGANISM: A form of life that can be seen only under the microscope; including bacteria, viruses, yeast, and single-celled animals.

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

NSLP: National School Lunch Program.

OPERATIONAL STEP: An activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc.

PATHOGEN: A micro-organism (bacteria, parasites, viruses, or fungi) that causes diseases in humans.

PERSONAL HYGIENE: Individual cleanliness and habits.

POTENTIALLY HAZARDOUS: A food that is natural or synthetic and that requires temperature control because it is capable of supporting:

- the rapid and progressive growth of infectious or toxigenic micro-organisms.
- the growth and toxin production of *Clostridium botulinum* or
- in raw eggs, the growth of *Salmonella enteritidis*; and

Includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at

a processing plant in a way that results in mixtures that do not support growth of pathogenic microorganisms as described above.

PROCESS APPROACH: A method of categorizing food operations into one of three categories:

- Process 1: preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served;
- Process 2: preparation for same day service wherein food is received, stored, prepared, cooked, held and served; or
- Process 3: Complex food preparation wherein food is received, stored, prepared, cooked, cooled, reheated, hot held, and serv

RECORD: A documentation of monitoring observations and verification activities.

REGULATORY AUTHORITY: A federal, state, local, or tribal enforcement body or authorized representative having jurisdiction over the food establishment.

RESTRICT: To limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed , clean equipment, utensils, linens, and unwrapped single-service or single-use articles.

RISK: An estimate of the likely occurrence of a hazard.

RISK FACTOR: Factor identified by the Centers for Disease Control and Prevention (CDC) as contributors to the foodborne outbreaks that have been investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

SFA: School Food Authority

SEVERITY: The seriousness of the effect(s) of a hazard.

SOP: Standard Operating Procedure.

STANDARD OPERATING PROCEDURE (SOP): Written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

TEMPERATURE MEASURING DEVICE: Thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

Appendix I. Standard Operating Procedures

Cooking Potentially Hazardous Foods

Cooling Potentially Hazardous Foods

Holding Hot and Cold Potentially Hazardous Foods

Date Marking Ready-to-Eat, Potentially Hazardous Foods

Personal Hygiene

Reheating Potentially Hazardous Foods

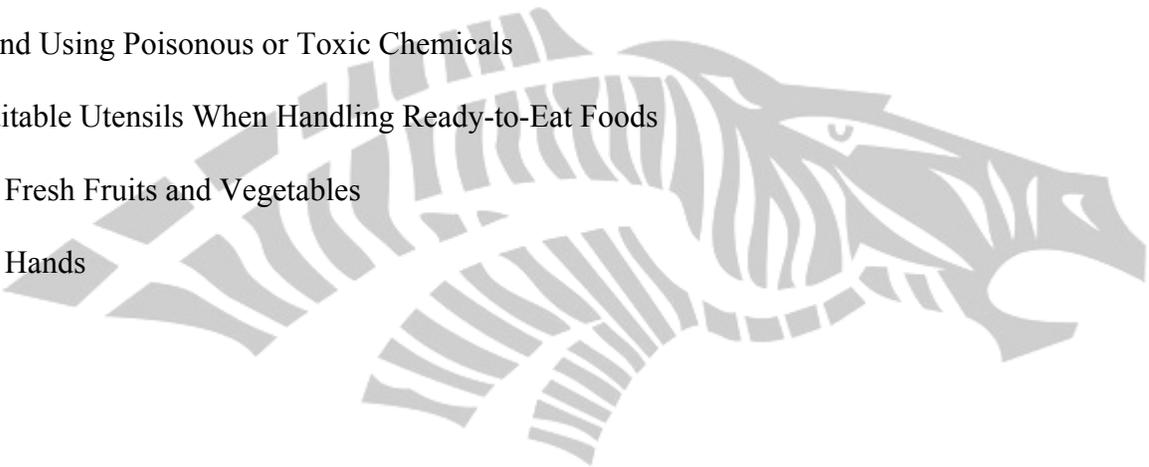
Receiving Deliveries

Storing and Using Poisonous or Toxic Chemicals

Using Suitable Utensils When Handling Ready-to-Eat Foods

Washing Fresh Fruits and Vegetables

Washing Hands



Cooking Potentially Hazardous Foods

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Follow state or local health department requirements regarding internal cooking temperatures.
4. If state or local health department requirements are based on the *2001 FDA Code*, cook products to the following temperatures:
 5. 145° F for 15 seconds
 - a. Seafood, beef, and pork
 - b. Eggs cooked to order that are placed onto a plate and immediately served
 6. 155° F for 15 seconds
 - a. Ground products containing beef, pork, or fish
 - b. Fish nuggets or sticks
 - c. Eggs held on a steam table
 - d. Cubed or Salisbury steaks
 7. 165° F for 15 seconds
 - a. Poultry
 - b. Stuffed fish, pork, or beef
 - c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
 8. 135° F for 15 seconds
 - a. Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

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 (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
4. Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.

Corrective Action:

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

Verification and Record Keeping:

Foodservice employees will record product name, time, the two (2) temperatures/times, and any corrective action taken on the Cooking - Reheating Temperature Log.

Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking Reheating Temperature Log is kept on file for a minimum of one 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 thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. 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
5. Follow State or local health department requirements regarding required cooling parameters.
6. 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.
7. 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 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. Foodservice manager 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:



Holding Hot and Cold Potentially Hazardous Foods

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

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

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

Instructions:

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

Monitoring:

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

Corrective Action:

For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

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

Verification and Record Keeping:

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

Date Implemented:**By:****Date Reviewed:****By:****Date Revised:****By:**

Date Marking Ready-to-Eat, Potentially Hazardous Food

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

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

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cr Contamination

Instructions:

1. Establish a date marking system and train employees accordingly. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, i.e. cut cantaloupe, 5/26/05, 8:00 a.m.,
 - Identifying the day of the week, i.e. cut cantaloupe, Monday, 8:00 a.m.,
 - Using color-coded marks or tags, i.e. cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna Cooked 8/1/05."
 - On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
 - On Tuesday, 8/16/05, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
8. Follow state and local public health requirements.

Monitoring:

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

Corrective Measure:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily.

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 handles, prepares, or serves food

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train foodservice employees on the employee health policy (Develop SOP for Implementing an Employee Health Policy) and on practicing good personal hygiene.
2. Follow the employee health policy.
3. Report to work in good health, clean, and dressed in clean attire.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
7. Avoid wearing artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn.
11. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
12. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. Taste food the correct way:
 - 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.
14. Wear suitable and effective hair restraints while in the kitchen.
15. Follow state and local public health requirements.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation. The foodservice manager will complete the Food

Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.

Date Implemented:
By:

Date Reviewed:
By:

Date Revised:
By:



Reheating Potentially Hazardous Foods

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 who prepare or serve food on using a thermometer and how to reheat foods using this procedure.
2. Follow state or local health department requirements regarding reheating temperatures.
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 repackaged 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:

Continue reheating/heating food if the internal temperature does not reach the required temperature.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking Reheating Temperature Log. Foodservice manager 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 Reheating Temperature Log at the close of each day. The Cooking Reheating Temperature Logs are kept on file for a minimum of one year.

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:



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 who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lighted.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be marked with the date of arrival or the "use-by" date and mark accordingly upon receipt.
10. Compare delivery invoice against products ordered and products delivered.
11. 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 than 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.
 - 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. Reject the following:
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration; swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:



Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness by chemical contamination

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

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

Instructions:

1. Train foodservice employees on the proper use, storage, and first aid of chemicals and on the proper use of chemical test kits as specified in this procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
5. Limit access to chemicals by use of locks, seals, or key cards.
6. Maintain an inventory of chemicals.
7. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
9. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
10. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
11. Do not use chemical containers for storing food or water.
12. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code*.
13. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
14. Label and store medicines for employee use in a designated area and away from contact surfaces. Do not store medicines in food storage areas.
15. Store refrigerated medicines in a covered, leak proof container, where they are not accessible to children, and cannot contaminate food.
16. Follow state and local public health requirements.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

Foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged

and Discarded Product Log each day. Damaged and Discarded Product Logs are kept on file for a minimum of one year.

Date Implemented:
By:

Date Reviewed:
By:

Date Revised:
By:



Using Suitable Utensils When Handling Ready-to-Eat Foods

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

Scope: This procedure applies to foodservice employees who prepare, handle, or serve

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

Instructions:

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

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:



Washing Fruits and Vegetables

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

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

Keywords: Fruits, Vegetables, Cross-Contamination, Washing

Instructions:

1. Train foodservice employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure.
3. Wash, rinse, sanitize, and air-dry all -contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
4. Follow manufacturer's instructions for proper use of chemicals.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
7. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut items.
10. Serve cut melons within 7 days if held at 41 °F or below
11. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
12. Follow state and local public health requirements.

Monitoring:

Foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and dated. Discard cut melons held after 7 days.

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:



Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands

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

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train any individual who prepares or serves food on proper hand washing. Training may include viewing a hand washing video and demonstrating proper hand washing procedure.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand washing sinks for hand washing only. Do not use preparation, utility, and dishwashing sinks for hand washing.
4. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
5. Keep hand washing sinks accessible anytime employees are present
6. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
7. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails and between fingers for at least 10 - 15 seconds. Rinse thoroughly under warm running water for 5 - 10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
8. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*.Confirm with the manufacturers that the hand sanitizers used meet these requirements. Use hand sanitizers in the manner specified by the manufacturer.

Monitoring:

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

Corrective Action:

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

Verification and Record Keeping:

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

Date Implemented:

By:

Date Reviewed:

By:

Date Revised:

By:



Appendix II: Food Safety Plan

School Food Safety Program Grandview Independent School District

Table of Contents

Description of Program Overview and Facility

Standard Operating Procedures (Step 1)
Detailed SOPs

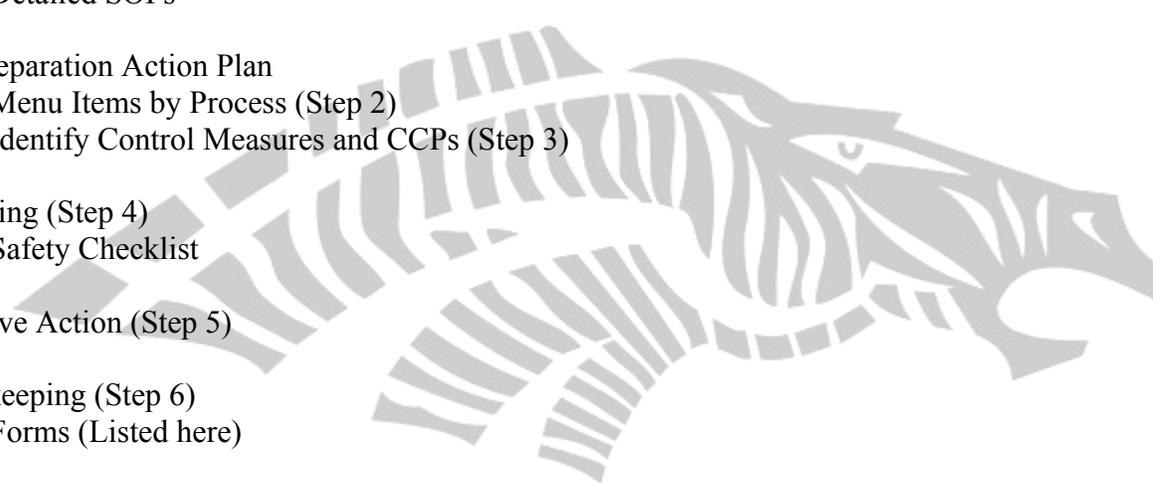
Food Preparation Action Plan
Menu Items by Process (Step 2)
Identify Control Measures and CCPs (Step 3)

Monitoring (Step 4)
Safety Checklist

Corrective Action (Step 5)

Recordkeeping (Step 6)
Forms (Listed here)

Review (Step 7)
Manager's Checklist



Description of Program Overview and Facility

This program was developed in March 2006 by Karla Whitmire, Director of Student Services, Grandview Independent School District. The program follows the USDA guidance on developing a food safety program based on the Process Approach to HACCP. All standards in this food safety program are based on recommendations in the *2001 Food Code*.

Average Daily Participation

Breakfasts	Regular Price	1017
	Reduced Price	452
	Free	3143
	Total	4612

Lunches	Regular Price	5891
	Reduced Price	895
	Free	5850
	Total	12,636

School Food Service Staff

Food Service Director	1
Managers	3
Staff	6

Kitchen Equipment

- 3 Mixers
- 3 Slicers
- 3 Walk-in Freezers
- 2 Reach-in Refrigerators
- 9 Convection Ovens
- 2 Combination Steamers
- 3 Heated Cabinets
- 3 Heated Serving Counters
- 3 Refrigerated Serving Counter
- 2 Milk Cooler
- 3 Dishwashing Machines

Menu

6 Week Cycle with recipes/instructions in notebook in manager's office



STANDARD OPERATING PROCEDURES (SOP)

Standard Operating Procedures for Grandview Independent 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) District Wide

- a) Washing Hands
- b) Calibrating a Thermometer
- c) Preventing Cross-Contamination
- d) Preventing Bare Hand Contact with Ready-to-Eat Foods
- e) Personal Hygiene
- f) Operating Without Power
- g) Operating Without Hot Water
- h) Storing and Using Chemicals
- i) Implementing an Employee Health Policy
- j) Purchasing from Reputable Vendors
- k) Receiving Deliveries

2) Storing

3) Cooking

4) Cooling

5) Reheating

6) Preparation

7) Holding

8) Transporting



FOOD PREPARATION ACTION PLAN

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs):

The 2 week menu cycle is posted in the kitchen. Each menu item available for service is listed in the available recipe books at each campus and is available by computer access. When new menu items are added, the list is updated. Each item is evaluated to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs) using the Process Approach charts. Once the determination is made for each menu item, the food service manager will make the rest of the food service staff aware of the menu items and applicable process and control measures by posting the Process Charts in the kitchen. In addition, the menu cycle, menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

Staff:

- All foodservice personnel will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Periodic refresher training for employees will be provided on a quarterly basis.
- An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document will be available in the manager's office.

Process 1 - NO COOK
Keep Food Below 41 °F Degrees

Control measures

CCP:

- Cold holding - Critical limit is 41° F or below

SOP:

- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperatures of
- Date marking of ready-to-eat

Process 2-COOK and SAME DAY SERVE
Cook to Correct Temperature. Serve at 135 °F or above

Control measures

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs with corresponding critical limits are noted above.)

SOP:

- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria

Process 3 - COOK, COOL, REHEAT, SERVE
Limit Time in the Danger Zone (41 °F 135 °F)

Control measures

CCP:

- Cooking to destroy bacteria and other pathogens (CCPs and critical limits are outlined above)
- Reheating for hot holding, if applicable

SOP:

- Cooling to prevent the outgrowth of spore-forming bacteria (SOP)
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation (SOP)

MONITORING

Manager Responsibilities:

- The foodservice manager 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 manager 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 manager will use the Food Safety Checklist to formally monitor foodservice staff at least once per week.

Foodservice Staff Responsibilities:

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

CORRECTIVE ACTIONS

Documenting Corrective Actions:

- The foodservice director 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 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.

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.

RECORDKEEPING

DOCUMENTATION (RECORDS)	DOCUMENTATION SCHEDULE
Production Records End Point Cooking Temperature Time and Temperature for Holding	Daily Daily
Equipment Temperature Records Receiving Logs Freezer Log Cooler Log Thermometer Calibration Storage Room Logs	Each delivery Daily Daily Weekly (Minimum) Daily
Review Records Food Safety Checklist Manager's Checklist	Weekly Twice yearly
Training Logs	On-going
Corrective Action Records	As necessary

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager 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 on clip boards in the kitchen for ease of use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, replacement of forms will be on a monthly basis.
- All completed forms will be filed in the filing cabinet in the manager's office.
- The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- The foodservice manager is also responsible for educating all foodservice personnel on the use and importance of recording critical information.

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

The school food service manager will review the school food safety program at the beginning of each school year and when any significant changes occur in the operation.

The attached checklist will be used for the review.

Safety Program Review Checklist

1. Documents to review

- Standard Operating Procedures
- Food Preparation Process Charts
- Control Measures in the Process Approach (CCPs and SOPs)
- Corrective Actions

2. Monitoring recordkeeping. Choose at random one week from the previous four.

Type of Record (SOP, CCP, Corrective Action, etc.)	Monitoring Frequency and Procedure (How often? Initialed and dated? Etc.)	Record Location (Where is record kept?)

2. Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

3. Who is responsible for verifying that the required records are being completed and properly maintained?

4. Describe the training that has been provided to support the food safety program.

5. Do the managers and staff demonstrate knowledge of the plan?

6. Have there been any changes to the menu or operation (new equipment, etc.)?

7. Was the plan modified because of these changes?

Appendix III: Record Keeping

Food Safety Checklist

Receiving Log

Cooking and Reheating Temperature Log

Cooling Temperature Log

Damaged or Discarded Product Log

Refrigeration Log

Product Daily Temperature Log

Daily Temperature Check Freezer

Daily Temperature Check Walk-in Cooler

Daily Temperature Check Refrigerator

Receiving Record of Rejected Products

Tracking Cooling/ Corrective Action



FOOD SAFETY CHECKLIST

Date _____

Observer _____

Directions: Use this checklist daily 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.	<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 and a watch - 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 .	<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 handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PREPARATION	Yes	No	Corrective Action
• 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 or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• 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"/>	_____

- 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 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. _____

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.	<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 related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING

	Yes	No	Corrective Action
• Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dish machine is working properly (i.e. 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 171°F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If using a chemical sanitizer, it is mixed correctly and a 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 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. _____

Receiving Log

Instructions: Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. 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 Receiving Log at the close of each day. The Receiving Log is kept on file for a minimum of one year.

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

Refrigeration Log

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 working day. Maintain this log for a minimum of one year.

Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date

Daily Temperature Check Freezer

Month: _____

Date	Time / Temp AM	Internal Thermometer	Initial	Time / Temp PM	Internal Thermometer	Initial
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						

1. On arrival the equipment thermometer on the walk-in freezer will be recorded along with the time in the AM column for that date.
 2. The internal thermometers temperature will be recorded in the proper column for that date.
 3. Initial these recordings in next column.
- Repeat the procedure before going home. No necessity for product check except a visual check of product in freezer and pressing hard on several different products to ascertain they are rock hard and frozen.

Daily Temperature Check Walk-In Cooler

Month: _____

Date	Time / Temp AM	Internal Thermometer	Random Product Temp.	Identify Product	Initial	Time / Temp PM	Internal Thermometer	Initial
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								

1. On arrival the equipment thermometer temperature on the walk-in cooler will be recorded along with the time in the AM column for that date.
2. The internal thermometer temperature will be recorded in the proper column for that date
3. Choose any potentially hazardous product being stored in the cooler and record the internal temperature using your clean, sanitized digital thermometer in the random temperature column provided.
4. Identify the product you have taken the temperature of in the next column.
5. Initial these recordings in the next column.
6. Repeat in the afternoon before going home. No necessity for a food product check in PM.

Daily Temperature Check Refrigerator

Month: _____

Date	Time /Temp AM	Internal Thermometer	Random Product Temp.	Identify Product	Initial	Time /Temp PM	Internal Thermometer	Initial
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								

Follow same procedure as for walk-in cooler

TRACKING COOLING/CORRECTIVE ACTION/PULLS/LOTS AND ID

COOLING FOOD

Product	Start Time/Temp/Initial	70° Time/Initial	Cooled to 41° or lower Time/Temp/Initial
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

CORRECTIVE ACTION

Involved Product	Reason for Action	Action Taken	Time	Initial
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

FREEZER PULL

Product Pulled	Amount Pulled	Date Needed	Initial
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

COMMODITY LOT AND ID INFORMATION

All potentially hazardous commodity items taken out of their packing cases will be recorded in the event of an incident to alert recall.

Commodity Item	Lot Number	Amount of Cases	Initial
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

COMMENTS RELATING TO PRODUCTION/HOLDING/COOLING

Child Nutrition Procedures

Grandview ISD

USE OF OUR DISTRICT REFRIGERATION

The State of Texas Food Safety Code strictly prohibits use of refrigeration for foods other than those which are commercially prepared and packaged.

Note:

Refrigeration and dry storage in our kitchens by regulation are confined to either approved purchased or commodity items. It follows that any prepared food being stored under refrigeration must by regulation have been prepared by school food service staff that has been trained in food safety and HACCP procedures.

§ 2-103 11 (8) FDA code states:

Persons unnecessary to food establishment operation are not allowed in the food preparation, food storage, or ware washing areas.

Exception: the person in charge may authorize brief visits and tours if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles are protected from contamination.

This Federal and State policy monitors cross-contamination and works to insure the safety of the food service environment for our students and staff.

CLEANING AND SANITIZING TRAYS AND UTENSILS

Soiled trays and utensils returned from customers will be cleaned and sanitized as stated below:

Employee handling dishes will wear gloves.

Student will place paper in receptacle.

Employee will further scrap and pre-rinse trays and utensils.

Note: Most dishwashers wash at 160°F and rinse at 180°F, which is in accordance with TFER229.165 Texas Regulation. See below for other TFER dishwasher configurations

To unload clean dishes, either another employee will work the clean end of the machine or if one employee works all stations, he/she will remove gloves, wash hands according to code or in the absence of a convenient hand sink will spray hands well with pressure hose and then immerse hands in sanitizer solution for 30 seconds prior to putting on clean disposable gloves to unload clean dishes.

In lieu of a dishwashing machine, a 3 compartment sink may be used. The sink set up by regulation will contain 120°F water in the wash and rinse sink and 75°F water in the third sink with the correct amount of sanitizer as determined by test tape.

Mechanical ware washing equipment and wash solution temperatures are as follows:

- Stationary rack, single temperature machine 165°F

- Single tank conveyor, dual temperature machine 160°F
- Stationary rack, dual temperature machine 150°F
- Multi-tank conveyor, multi temperature machine 150°F

A ware washing machine shall be operated in accordance with the machines data plate in accordance with 229.165(A)

IMPORTANCE OF FOOD SAFETY

As a food service professional within the GRANDVIEW ISD, you must know the basics of food-borne illness and as a result of your food safety training, must know what happens when people get sick from eating bad food. We know it as food poisoning.

As a GRANDVIEW ISD food worker you are in a position to protect the thousand children who eat the food we prepare each day. Food poisoning is most dangerous for children, the elderly, and others with weakened immune systems. Some disease causing microorganisms (germs) may only cause an adult to become mildly ill, but a child eating this same food could become gravely ill or even die.

In this section of your operations manual, we are going to look at the major causes of foodborne illness and explore ways to avoid them.

HOW DO STUDENTS GET SICK FROM FOOD?

Food could be spoiled in which case it tastes bad, and someone should avoid eating it.

There could be something in the food that should not be there: broken glass, band aids, foil, etc. These are physical objects hence called a physical hazard.

Cleaning supplies and chemicals should be stored away from food to prevent contamination. This type of contamination is called chemical or a chemical hazard.

Germs, bacteria, and other microorganisms are too small to see except with a microscope, and they are the cause of the majority of incidents. They cause most foodborne illness and are called a biological hazard.

TEMPERATURES

- Most raw foods have germs, cooking to the regulated minimum internal temperature kills those germs.
- All poultry items should be cooked to a minimum internal temperature of 165°F. All beef and pork items should be cooked to a minimum of 160°F.
- All egg dishes prepared for hot holding must be cooked to an internal temperature of 155°F.
- All seafood items must be brought to a minimum internal temperature of 150°F.
- All cold food should be stored from 35° to 41°F. Milk should be held at 35° to 38°F and should be tested with a thermometer prior to service to determine if temperature is in compliance.
- Salads and all ready-to-eat cold foods should be maintained and served at a minimum of 41°F.

CROSS-CONTAMINATION

Disease can be spread by cross-contamination. Cross-contamination is the transfer of germs and other harmful substances to food by:

- Hands that touch raw foods and then touch cooked ready-to-eat foods.
- Food contacts surfaces that touch raw food, are not cleaned and sanitized, and then touch food that is ready-to-eat.
- Sweeping while students are eating.
- Having students pick up trash or food that has fallen on the floor while the students are still eating.
- Cleaning cloths that touch raw food, equipment, or utensils, are not cleaned and sanitized, and then used on surfaces, equipment, and utensils for ready-to-eat foods.
- Raw or contaminated foods that touch or drip fluids on cooked or ready-to-eat foods.

How foods are stored is important.

- Store cooked foods separately and on a shelf above raw foods in coolers and freezers.
- Chemical contamination can occur when chemicals and toxic materials are stored incorrectly. Store them in assigned places away from food.

Contamination and cross-contamination and understanding the concept is vital to the production of safe food.

- Understanding the presence of a microorganism (germ) like salmonella on raw chicken and being aware that as you handle the raw chicken the salmonella is now on your hands and for you to touch another food, surface, or utensil will transfer salmonella to that product or item resulting in cross-contamination.
- Cross-contamination is the transfer of harmful substances or microorganisms to food in a number of different ways.
- If you touch raw chicken then touch ready-to-eat foods like lettuce is an example of cross-contamination. We might touch raw chicken and then answer the phone, so salmonella is now on the receiver and who knows what unsuspecting person will pick up the phone and then touch a food item or surface resulting in cross-contamination.
- Cleaning cloths also offer possibilities of cross-contamination.
- Finally, improper storage in the walk-ins can result in cross-contamination when raw foods drip fluids on ready-to-eat foods.

CLEAN VS. SANITARY

Clean must never be confused with sanitary. Clean means free of visible soil. Sanitary means free of harmful levels of contamination. One cleans first, then sanitizes.

THERMOMETER

There are 3 types of thermometers.

- The first type is the bimetallic stem thermometer which requires calibration. The sensor is not located in the tip. They are slow; however in wide use. They are not preferred at Grandview ISD.
- The digital thermometer is powered by a battery with a sensor in the tip, has an on and off switch, requires no calibration, and is more accurate than the bimetallic stem thermometer.

- The thermocouple is a high end digital type with a computer chip is most expensive and is in wide use. It is vital that the probe of the thermometer be clean and sanitized prior to insertion into a product and that one takes a reading in the thickest part of the item as well as several places to determine accurate readings.

PROFESSIONAL HYGIENE

Parents, students, faculty and staff expect cleanliness, purity, consistency, and honesty in preparation, as well as professional expertise with every meal. Professional hygiene begins with an awareness of the necessity of personal cleanliness. There must be a focus as well on appearance, conduct, workstation sanitation, and the use of precise technique and sequencing of food preparation to achieve the highest levels of professionalism and confirm to Grandview ISD policy.

THE CODE OF PERSONAL HYGIENE

- Personal cleanliness, professional appearance and conduct with respect for everyone at all times means:
 - Clean uniforms or personal garments.
 - Only professional items, such as pocket thermometers are kept on the person. Cigarettes are not allowed in the uniform pockets or cooking area. They must be left in the car, locker, or purse. There is no smoking permitted on campus.
 - Proper shoes are worn for safety.
 - Bathing on a daily basis is a requirement.
 - Hair shall be well-groomed and worn in a fashion that does not interfere with food production or service.
 - Employees should wear specified hairnets or coverings.
 - Long hair must be pinned up off the shoulders and contained within the net.
 - Smoking and chewing gum, toothpicks, etc. are prohibited.
 - Whenever there is coughing, sneezing, cuts or body fluid discharged while handling food or utensils, the contaminated items are either discarded or cleaned and sanitized, as well as conducting a thorough approved hand wash.
 - Personal incidents of diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions containing pus, must be reported to the person in charge. These conditions present a threat to food safety. Staff having these symptoms should not be at work.
 - Food and drinks are only permitted in designated places away from food preparation or customer service areas. Drinks must be covered and a straw used to prevent the opportunity for cross-contamination.
 - Food staff while at work shall not wear chains, earrings, watches, multiple rings, or rings with stones.
 - Fingernails shall be trimmed, not long, and no nail polish is permitted and absolutely no false fingernails.
 - Profanity, loud or abusive language, and harassment are prohibited. We help each other because we want our staff to work well as a team.

HANDWASHING

Please refer to the written hand washing policy, which will be enforced by all managers and supervisors. It includes when and how employees must wash their hands.

- Wash in water as hot as you can tolerate.
- Apply enough soap that you make a good lather.
- Use a nailbrush, scrubbing thoroughly under the nails.
- Rub your hands together vigorously and wash hands and arms to the elbows.
- Rinse thoroughly and dry using clean pre-dispensed single use paper towel.
- If the faucet handles are hand controlled, use the same paper towel to turn off the water so as not to re-contaminate your hands.
- Once your hands are clean, do not touch anything that could cause them to be re-contaminated.

WHEN TO WASH HANDS

- When beginning a shift.
- After handling raw foods.
- After handling non-food items such as chemicals, telephone, broom, etc. after using the restroom.
- After eating or drinking.
- After using handkerchief or tissue.
- After touching your hair or face.
- After touching money, garbage, or any unclean surface.
- After wiping your hands on anything that could cause contamination.
- When changing food service gloves.

REHEATING FOODS

Time and temperature are critical to safe food. Cooked foods that drop below 140°F are in the danger zone and capable of germ growth.

Some germs can even survive cooking so we need to be on a constant alert that our food is safe to eat.

When food drops below 140°F, we must take corrective action and reheat those foods to 165°F.

While they are reheating, we must stir them to ensure even heating and we must test the food with a thermometer in several places to be certain it is a minimum of 165°F. This reheating temperature as well as the time must be entered on your temperature log and initialed.

COOLING FOOD PROPERLY

Due to the short time between the serving line closing and the manager leaving, it is vital that no time be lost in starting the cooling process. This means using every available safe shortcut at your disposal.

Turn off steam table and warmers, approximately 30 minutes before the line ends. This gives you a little head start on the cooling process and presents no food safety dangers.

Pour the leftover hot food into 2-inch full pans that have been previously stored in the freezer. The next step would be to stir the food to release the heat, cover with clear wrap; label, date, and then pull the cover halfway back and place in freezer until ready to leave. If it is a dense product like chili, you must stir it several times to release more heat. It may be necessary to transfer it to another frozen pan in order to get it down to 41°F before clocking out for the day.

When ready to leave, take and record time and temperature of all cooled down food, cover completely and place in walk-in cooler.

NOTE: Regulation states all cooled down food must be 41°F or lower and be recorded and validated before clocking out. You record what the actual temperature is and it must be 41°F or lower, or it must be discarded.

IT'S IN YOUR HANDS

- Keep all food out of danger zone. Cold food must be below 41°F or lower and hot food above 140°F or higher.
- Wash your hands frequently and according to regulation.
- Wear clean clothes.
- Avoid cross-contamination.
- Clean and sanitize your cutting boards. Use the correct board color.
- Clean and sanitize utensils and equipment. Always clean and sanitize all work surfaces.
- Reheat all foods to 165°F minimum.
- Follow production requirements to minimize over production.
- Practice good personal hygiene.

SETTING UP YOUR WORK STATION

PERSONAL HYGIENE: Wash hands thoroughly before handling food, after handling food, after handling contaminated food or objects, and before switching to another step where there is an opportunity for contamination. This applies as well to before and after glove use.

A cook's hands, hair, and other parts of the body carry germs, so we must wash our hands according to the approved method, as well as be focused on all aspects of personal hygiene, because there is a direct bearing on our personal hygiene and the possibility of contamination.

BEGINNING TEMPERATURE: Take and record on a temperature log all beginning temperatures of refrigerated foods before beginning the recipe.

HACCP is a system that assures safe food as a result of certain actions, as well as a record keeping system that tracks food flow from receiving to service and beyond.

Beginning time and temperature as well as recording is an important initial step that assures there was no time or temperature abuse prior to beginning the recipe.

Final cooking time and temperature as well, must be taken and recorded in order to complete the HACCP recipe procedure.

ADDITIONAL STATEMENTS THAT COULD APPEAR IN A RECIPE

POULTRY & STUFFING FINAL COOKING TEMPERATUARE:

Must reach an internal temperature of 165 degrees or higher. Whole bird's minimum temperature 180)F (stuffing 165°F). These final cooking temperatures along with the time must be recorded on the temperature log. All poultry requires a final cooking temperature of 165°F to assure that the salmonella and any other disease causing germs are killed, assuring the safety of the poultry in question.

ALL BEEF AND ALL PORK ITEMS FINAL COOKING TEMPERATURE: Must reach an internal temperature of 160 degrees or higher and that final cooking temperature along with the time must be recorded on the temperature log. There must be no visible blood in the meat, and it must have reached an internal temperature of 160 degrees in order for it to be safe to eat.

EGG ALERT: Shell eggs present a food safety concern. Thawed frozen eggs must be used within 48 hours or disposed. Wash hands at any time where there is an opportunity for contamination. Pasteurized eggs must be thawed under refrigeration and be 41°F or lower at time of use. **DO NOT CRACK EGGS IN ADVANCE.** Please be advised that shell eggs present a concern to food safety and their final cooking temperature is 155°F. This must be in the HACCP record.

ALERT: Rewash and sanitize prep area and any equipment used in the recipe to this point to prevent danger of contamination. Prep areas may become contaminated in the course of the preparation and it may be necessary to rewash and sanitize that area. Changing from one potentially hazardous food item to another may require rewashing as well to prevent cross-contamination. Examples are switching from beef to chicken, or chicken to lettuce.

ALERT: Rewash hands to assure food safety after any product change has occurred or at any opportunity where hands may have become contaminated. The hands, as well as the prep area, can become contaminated. One needs to wash hands to prevent cross-contamination when switching from one food item to another.

HOT HOLDING: All fully cooked food being held for service will be maintained at or above a temperature of 140°F. There is a danger zone where bacteria (germs) are able to grow and it becomes the responsibility of food service workers to make certain that food does not fall into that danger zone. We know that at the lower end of the danger zone is 41°F and that bacteria are able to grow above that 41°F temperature. The higher the temperature progresses above 41°F, the more quickly bacteria are able to grow. At 70°F they would grow more quickly than at 42°F.

The same is true when foods that are being held for service drop below 140°F. Those foods below 140°F are able to promote bacteria growth (germs) because of the favorable temperature conditions.

While we make food safe by cooking it to 165°F, it remains germ free only because of the temperature level.

When that 165°F temperature drops into the danger zone, below 140°F it is again unsafe.

CORRECTIVE ACTION HOT FOODS: Any food item being held for service that drops below 140°F must be removed from service and reheated to 165°F. Any food not eaten after reheating must be discarded. We know that in cooking a potentially hazardous food to the standard required temperature renders it safe to that point. Should that food drop below 140°F (into the danger zone) while being held for service, corrective action of reheating to 165°F must be administered. Again, this kills any germs that may have grown as a result of the drop in temperature and makes it safe to eat.

Note: This may only be done once with the food in question and if not consumed, it must be discarded.

COLD HOLDING: All food items being held for cold service will be maintained at 41°F or lower. The same responsibility to standard exists whether the food is being held for service, hot or cold, our focus is at the lower end of the danger zone rather than the hot or higher end.

CORRECTIVE ACTION COLD FOOD: Any food item being served must be maintained at 41°F or lower. In the event the cold food rises above 41°F, it must be returned to a refrigerated or frozen atmosphere and reduced to 41°F or below. Our intention is focused on the cold end of the danger zone and corrective action requires that we refrigerate it rather than heating it to return it to an acceptable standard.

BAKING ALERT: While a knife or toothpick coming out clean indicates doneness, temperature as well could be used. In baking, we rely to a great degree on what we see in the product in terms of it being done or not. A toothpick or a knife being inserted and coming out clean is an indicator visually that the product in question is done. However, if eggs are part of the ingredients, 145°F becomes the safe temperature. Be advised that the toothpick coming out clean is a good indicator that the product is at least 145°F.

NO BARE HAND CONTACT: With ready-to-eat foods, we must use disposable gloves, tongs, menu tissue, etc. If a food item is ready-to-eat, it is mandated there can be no bare hand contact with that food item. There could be germs on one's hands that could be transferred to the item in question.

COOLING FOOD: This is the greatest challenge Child Nutrition has in addressing HACCP Issues. The time frame that states regulation gives to cool food is difficult to manage in our assigned work hours. Food that has been cooled must be 41°F or lower and recorded as such before the manager goes home. We must **COOK SMART & COOL SMART!** If food on the line is 150°-155°F thirty minutes before lunch ends, turn off the steam table at that point. This assures a lower starting temperature at cool down and assures the student food is still hot. (30 minutes of no heat on the steam table is not sufficient time for bacteria growth.) If there is food being held in the holding cabinet (warmer) that should be turned off, if you know it is not going to be needed. The cooling process should begin at that point. There are two (2) options available for cooling to 41°F: freezer or cooler using frozen pans.

TAKING COMPLAINTS of FOOD ILLNESS

Report the complaint immediately to the following personnel: Child Nutrition Director and the Manager. Do this as quickly as complaint is received. Receive authorization from the director whether she wants you to inform the principal of the incident or if the Director or Manager will perform that task.

Manage the incident in this way:

- Protect other children by pulling the suspect food if it is still on the serving line.
- Save portions for lab testing.
- Be concerned; listen to the complaints; but make no admission of wrong doing.
- Refer media contacts to the superintendent. Check the food temperature and log it on the daily log sheet.

Review times product was handled from advance preparation to service.

Ensure that the Director interviews each employee.

Immediately check all hot and cold holding equipment temperatures and log these if suspected item was USDA food. Be certain to have logged lot#, etc.

Tighten a procedure in future business days for documenting temperatures during preparation, holding, re-heating.

Ensure cleaning and sanitizing procedures are being conducted properly.

Enforce professional hygiene and hand washing rules.

STANDARD OPERATING PROCEDURES

PERSONAL HYGIENE §100.1-100.8

- 100.1 Employees of Grandview ISD by necessity must bathe daily and maintain clean well groomed hair.
- 100.2 Employees will wear clean clothing and will wear a clean apron. The apron will be removed prior to entering the restroom and will be changed anytime there has been an opportunity for contamination.
- (A) Food employees shall wear clean outer clothing to prevent contamination to food, equipment, utensils, linens and single-use items.
- 100.3 Employees will wear hair nets with all of their hair restrained under it.
- 100.4 Employees shall keep nails short, clean, no polish or artificial nails.
- 100.5 No jewelry will be allowed other than a plain unadorned wedding band, nor will visible body piercing be allowed.
- 100.6 Food Service Employees shall keep their hands and exposed portions of their arms clean.
- (A) Food employees shall use the following hand washing procedure: Dispense paper towel, adjust water temperature, wet hands and arms, lather, scrub at least 20 seconds, clean under nails with a nail brush, rinse, and dry with previously dispensed paper towel.
- (B) Food employees shall wash their hands after using the restroom at the sink provided in the restroom and again at the hand sink by their work station.
- 100.7 Food employees shall wash their hands and exposed portions of their arms immediately before engaging in food preparation, including: working with exposed food, clean equipment and utensils, and unwrapped single serve items and
- (A) After touching body parts.
- (B) After using the restroom, coughing, sneezing, and using a handkerchief or disposable tissue, eating, or drinking.
- (C) After handling soiled equipment or utensils.
- (D) During food preparation, as often as necessary to remove soil and contamination, to prevent cross contamination when changing task
- (E) When switching between working with raw food and working with ready-to-eat food.
- (F) Before putting on new gloves for working with food; and
- (G) After any other activity that may contaminate the hands, and cross contaminate the food.
- 100.7.1 Food service employees shall eat or drink only in assigned areas.
- (H) A Food service employee may drink from a closed beverage container, if the container is handled to prevent contamination of the employees' hands, the container, exposed food, clean equipment, utensils, and linens.

CLEANING and SANITIZING §200.1-200.8

- 200.1 Kitchenware is washed, rinsed, and sanitized after each use or at any opportunity where there may exist a possibility of contamination. 200.2
Equipment that handles hazardous foods shall be cleaned and sanitized after each use.
- 200.3 Dishwashing machines will be maintained at 150°-165°F for wash cycle and 180°F for rinse
cycle. The temperatures must be checked and recorded daily.
- 200.4 For fixed equipment, removable parts are washed, rinsed, and sanitized by immersion after
each use.
- 200.5 Non-removable food contact surfaces will be washed, rinsed, and sanitized with clean sanitized cloth used specifically for that intended purpose.

- 200.6 There will be a master cleaning schedule posted and followed. Each person will initial after completing their job.
- 200.7 The dish machine operator is responsible for assuring that clean sanitized articles being removed from the clean side will not be handled by the same contaminated hands that loaded the dishwasher, but rather will have washed and sanitized their hands prior to removing the clean articles.
- 200.8 To properly use the 3-compartment sink, the following procedure should be used:
 - (A) Fill the first sink with 120°F water and sufficient detergent to clean the pots and pans.
 - (B) Fill the second sink with 120°F water, and
 - (C) Fill the third sink with 75°F water and bleach at the strength of 50 ppm using a test strip to be accurate.

RECEIVING §300.1-300.11

- 300.1 An accurate thermometer available and knowledge of its proper use.
- 300.2 All refrigerated and frozen items will be inspected visually as well as regulated random temperature checks to assure that all foods being signed for are within the acceptable temperature range of 41 degrees or lower for refrigerated, and 0°F or lower for frozen. Frozen items will be free of ice accumulation which indicates crystallization of thawed and refrozen product.
- 300.3 All potentially hazardous foods are placed in either refrigerated or frozen storage quickly.
- 300.4 Any potentially hazardous food above 41°F for refrigerated and above 0°F for frozen, or otherwise showing signs of temperature abuse is rejected.
- 300.5 Use sight, smell and touch as evaluation and reject any item that is questionable.
- 300.6 Only pasteurized dairy products are allowed.
- 300.7 Dry goods must in fact be dry, free of mold or insects, not dented, or torn.
- 300.8 In addition to the safety aspect, products must meet order specification. Compare actual order sheet against the invoice.
- 300.9 A district return form will be available to document returned products.
- 300.10 A staff member or management will be available to carry out the actual receiving and if at all possible the same individual should receive on a regular basis to assure consistency.
- 300.11 The individual actually doing the receiving and representing the district needs to have knowledge of the Standard Operating Procedures for receiving.

STORAGE §400.1-400.11

- 400.1 Food is stored in its original container, and it must be clean and intact. If not, it may be re-packaged in clean sanitized, labeled containers.
- 400.2 Never put food into containers not intended for food use.
- 400.3 The dry storage should be maintained between 50°-70°F.
- 400.4 All foods in dry storage will be dated and physically rotated when new items are received.
- 400.5 Cooked and ready-to-eat foods are stored above raw foods and never below.
- 400.6 All refrigerated or frozen food will be covered, labeled, and dated.
- 400.7 Refrigerator temperatures will be maintained at 36°-41°F. Temperatures must be checked and recorded twice daily.
- 400.8 Freezer temperatures will be maintained at 0°F or below. Temperatures must be checked and recorded twice daily.
- 400.9 All refrigerated and frozen holding equipment will have available a free standing or hanging thermometer inside to enable daily comparison against the actual equipment.
- 400.10 Potentially hazardous foods will be stored no longer than 7 days at 41°F or less.

400.11 Chemicals and cleaning agents shall be stored in an area away from food or food preparation areas in their original containers to prevent contamination.

GENERAL FOOD PREPARATION and SERVICE §500.1-500.10

- 500.1 Thermometers will be maintained and available for proper and convenient use. Supervisors and/or management will have available on their person a clean, sanitized thermometer according to HACCP regulation.
- 500.2 Times and temperatures are to be recorded accurately. To do otherwise is to violate both state and federal regulation, as well as district policy and could result in dismissal or reassignment to a non-food related position.
- 500.3 Raw food is to be kept separate from cooked and ready-to-eat foods.
- 500.4 Only potable, safe to drink water is to be exposed to food and food contact surfaces and to be used in making ice. The ice machine will be used for no other purpose, and the lid will remain closed when not being used. The ice scoop will be maintained away from the inside of the machine and stored in a clean sanitary manner.
- 500.5 Uncleaned and nonsanitized surfaces of equipment and utensils shall not be exposed to raw or cooked ready-to-eat food.
- 500.6 Food contact surfaces will be cleaned and sanitized before and after every use or after any interruption.
- 500.7 Glove use will be in force to minimize contamination. Gloves should always be worn over cuts or abrasions on hands.
- 500.8 Employees will change gloves when they become soiled, torn, or before beginning any new task and as often as necessary during continual use.
- 500.9 There will be no bare hand contact with ready-to-eat food.
- 500.10 Employees wash hands after using restroom and before beginning kitchen task. This is accomplished by a 20-second wash with warm water, soap, and a scrub up to the elbow, as well as a nailbrush under each nail. Hand wash will also be done before glove use and as frequently as necessary to prevent contamination.

PREPARATION §600.1-600.7

- 600.1 Whenever possible ingredients are pre-chilled: sandwiches, salads, and fruit.
- 600.2 A potentially hazardous product will always be thawed under refrigeration at 41°F or lower.
- 600.3 There shall be an area on either the production report or temperature log detailing what shall be pulled from the freezer for future production.
- 600.4 The lowest shelf in the refrigerator used for thawing meats, fish, and poultry to prevent cross contamination.
- 600.5 Raw products will be separated from cooked and/or ready-to-eat products during preparation.
- 600.6 Two hours is the absolute longest time that potentially hazardous foods maintained at above 41°F may be held. They must be discarded after that.
- 600.7 All raw fruit and vegetables must be washed in water to remove contaminants before being cut, cooked or served.

COOKING §700.1-700.9

- 700.1 Foods will be cooked to the recommended end point temperature as detailed on the recipe: beef and pork products 160°F; fish and seafood 45°F; eggs 155 degrees

- 700.2 The HACCP statements contained in the recipes must be followed to the letter. To ignore or evade one of these statements is a violation of both state and federal regulation.
- 700.3 Temperatures of potentially hazardous foods are checked in the product's center or thickest part.
- 700.4 Thermometer probes will be cleaned and sanitized before and after each use.
- 700.5 Batch cooking will be used where necessary to reduce holding times and to control food safety.
- 700.6 Temperature of cooking equipment will be allowed to return to required temperature between batches, i.e. deep fryers.
- 700.7 Fruit and vegetables cooked or heated for hot holding are brought to minimum of 165°F.
- 700.8 Ready-to-eat commercially packed food will be heated to minimum of 165°F.
- 700.9 A sample tray will be prepared at each meal, covered, labeled, dated, and kept for one week in the walk-in refrigerator. This is to be kept in case we need a sample to send to the lab.

HOLDING/SERVING §800.1-800.12

- 800.1 Temperatures of food being held for service should be checked and recorded hourly.
- 800.2 Food that has been determined by temperature check to have fallen into the danger zone, which is below 140 degrees, will be reheated to 165°F, recorded as to time, and initialed before being returned to service.
- 800.3 Refrigerated foods being held for service will have a back-up in the walk-in and if a line item is discovered to be in the danger zone above 41°F then it will be exchanged for the back-up.
- 800.4 Hot or cold food being held for service and discovered to be in the danger zone above 41 or below 140 degrees will be subject to immediate corrective action.
- 800.5 Holding equipment should be preheated or pre-chilled to hold food safely.
- 800.6 New products will never be mixed with old.
- 800.7 Servers will assure there is no hand contact with ready-to-eat food.
- 800.8 Servers will change into clean aprons before going to the serving line.
- 800.9 Servers will wear disposable gloves.
- 800.10 Foods being held for service will be stirred frequently and served from the interior of the pan rather than the top.
- 800.11 In steam tables that are water based, the water must touch the pan that the food is in to maintain the hottest temperature.

RE-USING PREPARED FOODS §900.1-900.7

- 900.1 Potentially hazardous foods are never to be held in danger zone beyond 2 hours. If they are then discard them.
- 900.2 Hot potentially hazardous foods are cooled to 70°F within 1 hour and to 41°F within an additional 1-hour. The inability to attain either one of these results for the food in question results in it being discarded.
- 900.3 No food will be judged to be fully cooled until a thermometer reading of 41 degree is actually reached and recorded.
- 900.4 Foods to be reused are heated to 165°F for 15 seconds in 2 hours or less.
- 900.5 Foods may only be heated once, otherwise they are discarded.
- 900.6 Cooled food to be stored must have reached 41°F, recorded as such, and labeled with date and time to assure their reuse is safe.
- 900.7 Refrigerated ready-to-eat foods must be held at 41°F or lower and for no longer than 7 days from date stored.

EQUIPMENT MAINTENANCE §100.0-100.4

- 1000.1 Temperature measuring devices are checked regularly and any malfunction reported to manager.
- 1000.2 All cooking equipment will be routinely checked and malfunctions reported to manager.
- 1000.3 All refrigeration equipment thermometers as well as internal devices will be checked daily and recorded.
- 1000.4 The dish machine must be checked daily for correct temperature by inserting a thermometer inside the machine for a complete cycle.



Food Service Safety Agreement

Date: _____

Employee Name: _____

SS Number: _____

I have read the employee procedures manual as well as the prerequisite programs to assure safe food. I understand and accept all of the requirements as stated.

Further as a concerned food service staff member of Grandview Independent School District, I agree to take part in the food safety training.

I further agree to be an extension of the district's policy concerning all aspects of both HACCP and food safety.

I fully realize the important role I play in assuring that all food that I come in contact with is prepared in compliance with the district standards.

I agree to comply with all the personal hygiene aspects that assure compliance as well as the critical time temperature elements of food safety.

I further agree to inform management if any family member or myself contact any illness that could result in a food safety issue that could compromise the safety of the food served to the children.

I understand the necessity for food safety training as well as my responsibility to comply with everything I learn.

Finally I agree to maintain all of the district's food safety/HACCP documentation and to meet all of the requirements of the State and federal food code and district's standard operating procedures.

Employee Signature _____

Print Employee Name _____

Appendix IV. References and Resources

References

1. Dietary Guidelines

www.healthierus.gov/dietaryguidelines

2. FDA Food Code

<http://www.cfsan.fda.gov/~dms/fc01-sup.html>

3. USDA Temperature Rules

www.fsis.usda.gov/thermy

4. National Food Service Institute

www.nfsmi.org

**5. Texas Public School Nutrition Policy
Texas Department of Agriculture**

Resources

1. USDA Recipes

http://www.nfsmi.org/Information/school_recipe_index_alpha.html

2. Healthy School Meals Food Safety Resources

<http://schoolmeals.nal.usda.gov/Safety/index.html>

3. For more information about this document contact:

foodsafety@fns.usda.gov

