Food Safety Plan
Based On Process Approach to Hazard Analysis Critical
Control Point (HACCP)
Process 1, 2, and 3 Menu Items

For

Denver Public Schools

School/Facility:
2016/2017 School Year

HACCP Food Safety Plan
# Table of Contents

<table>
<thead>
<tr>
<th>Description of Sponsor &amp; School/Facility</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Details</td>
<td>1</td>
</tr>
<tr>
<td>Categorizing Menu Items</td>
<td>2</td>
</tr>
<tr>
<td><strong>Standard Operating Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Index</td>
<td>4</td>
</tr>
<tr>
<td>Standard Operating Procedures</td>
<td>6</td>
</tr>
<tr>
<td><strong>Monitoring</strong></td>
<td>150</td>
</tr>
<tr>
<td>Corrective Actions</td>
<td>150</td>
</tr>
<tr>
<td><strong>Recordkeeping</strong></td>
<td>152</td>
</tr>
<tr>
<td><strong>Periodic Review &amp; Revision</strong></td>
<td>153</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Food Safety HACCP Plan Review Worksheet</td>
<td>154</td>
</tr>
<tr>
<td>Food Safety Check List</td>
<td>156</td>
</tr>
<tr>
<td>Process 1, 2, 3 Charts</td>
<td>160</td>
</tr>
<tr>
<td>Food Transport Log</td>
<td>163</td>
</tr>
<tr>
<td>Damaged or Discarded Product Log</td>
<td>164</td>
</tr>
<tr>
<td>Temperature Logs</td>
<td>165</td>
</tr>
<tr>
<td>Safe Minimum Internal Cooking Temperatures</td>
<td>175</td>
</tr>
<tr>
<td>Kitchen Hints</td>
<td>178</td>
</tr>
<tr>
<td>Pet Poster</td>
<td>179</td>
</tr>
<tr>
<td><strong>Definitions</strong></td>
<td>176</td>
</tr>
<tr>
<td><strong>Abbreviations</strong></td>
<td>177</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td>180</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>180</td>
</tr>
</tbody>
</table>
Description:
This food safety plan follows the USDA Guidance on Developing a Food Safety Program Based on the Process Approach to Hazard Analysis Critical Control Points (HACCP) developed by the Institute of Child Nutrition in conjunction with the USDA, FDA and DPS. All standards in this food safety program are based on recommendations in the 2013 Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2).

This plan was developed by the Colorado Department of Education and DPS Staff, August 2016

Site Details
School Food Authority: Denver Public Schools
Serving/ Preparation Site: ___________________________

School Name

Site Contact: ________________________________

Kitchen Manager Name

Type of Site:
☐ Production/ Central Kitchen
☐ Self-Preparation
☐ Satellite (no on-site production)
☐ Satellite limited (limited on-site production)
☐ Mobile Site

Number of Meals served (Average Daily Participation)
☐ Breakfast: _________
☐ Lunch: _________

Locations of service
☐ Cafeteria
☐ Classroom
☐ Hallway
☐ Other ___________________

Other Federal Programs
☐ Fresh Fruit and Vegetable Program
☐ Afterschool Care Snacks
☐ Other ___________________

Number of Food Service Employees at this Site
Full Time (7 hour or more employees):______ Part Time (less than 7 hour employees): ______
Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs)

Divide the food items prepared on your menu into one of the three processes and an “other” group. Include a list of all menu items in each process for at least one month of menus in your plan. 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 chart in the kitchen.

Menu items are divided into process groups based on the number of times the items make a complete trip through the temperature danger zone. Process determination is considered after food arrives at the SFA and is based on how the food is prepared on-site.

<table>
<thead>
<tr>
<th>Process 1</th>
<th>Process 2</th>
<th>Process 2</th>
<th>Process 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Cook</td>
<td>Cook and Serve Same Day</td>
<td>Cook and Serve Same Day</td>
<td>Cook and Serve Same Day</td>
</tr>
<tr>
<td>Salad Bar, Yogurt</td>
<td>Tacos</td>
<td>Spaghetti and Marinara</td>
<td>Lemon Chicken</td>
</tr>
<tr>
<td>Breakfast Bars</td>
<td>Spicy Cheesy Macaroni</td>
<td>Vegetarian Burger</td>
<td>Meatloaf</td>
</tr>
<tr>
<td>Honeydew, Bananas</td>
<td>Stuffed Green Peppers</td>
<td>Sweet potato fries, fries</td>
<td>Green Beans</td>
</tr>
<tr>
<td>Applesauce</td>
<td>Quesadillas, Nachos</td>
<td>Teriyaki Chicken</td>
<td>Toasted Cheese Sandwich</td>
</tr>
<tr>
<td>Pineapple</td>
<td>Beans and Rice</td>
<td>Orange Chicken, Hot Wings</td>
<td>Garlic Bread</td>
</tr>
<tr>
<td>Apple, Pears, Grapes</td>
<td>Pizza – all varieties</td>
<td>Spaghetti Sauce w/ Meat, Marinara</td>
<td>Cheesy Potatoes</td>
</tr>
<tr>
<td>Mandarin Oranges</td>
<td>All Burritos</td>
<td>Green Chili Enchilada</td>
<td>Fajitas</td>
</tr>
<tr>
<td>Cereal w/ Graham Crackers</td>
<td>BBQ Chicken</td>
<td>Spinach Casserole</td>
<td>Ham and Cheese Sand.</td>
</tr>
<tr>
<td>Bagels and Cream Cheese</td>
<td>Garden Chili</td>
<td>Black Bean Tortilla Casserole</td>
<td>Dinner Rolls</td>
</tr>
<tr>
<td>Tangerine, Kiwi, Oranges</td>
<td>Hamburger/Chessecburgers, Cowboy Burger</td>
<td>Vegetarian Wrap</td>
<td>Egg and Cheese Biscuits</td>
</tr>
<tr>
<td>Strawberries</td>
<td>Chicken Nuggets</td>
<td>Waffle Sticks/Waffles</td>
<td>Frudels</td>
</tr>
<tr>
<td>Blueberry Cups</td>
<td>Chicken Lo Mein</td>
<td>Biscuits and Sausage</td>
<td>Chicken w/ Biscuit</td>
</tr>
<tr>
<td>Peaches</td>
<td>Sloppy Joe</td>
<td>Cheese Toast</td>
<td>Waffles/Mini Waffles</td>
</tr>
<tr>
<td>Chef Salad</td>
<td>Chicken Penne</td>
<td>Oatmeal</td>
<td>Ham and Cheese Bagels/Bun</td>
</tr>
<tr>
<td>Carrots</td>
<td>Stromboli</td>
<td>Toast/Garlic Toast, Cheesy Bread Sticks</td>
<td>Chilaquiles</td>
</tr>
<tr>
<td>Cucumbers</td>
<td>Fish Tacos</td>
<td>Pancakes</td>
<td>Broccoli and Cheese Baked Potato</td>
</tr>
<tr>
<td>All Salads</td>
<td>Lasagna</td>
<td>Cinnamon Roll</td>
<td></td>
</tr>
<tr>
<td>Garden Greens</td>
<td>Grilled Chicken Sandwich</td>
<td>Breakfast Pizza, Burritos</td>
<td></td>
</tr>
<tr>
<td>Baby Carrots</td>
<td>Haystacks</td>
<td>Breakfast Sandwich</td>
<td></td>
</tr>
<tr>
<td>Coleslaw</td>
<td>Meatloaf</td>
<td>Rolls/Bread</td>
<td>Process 3</td>
</tr>
<tr>
<td>Broccoli</td>
<td>Macaroni and Cheese</td>
<td>Sweet Potato Strips</td>
<td>Turkey (Thanksgiving)</td>
</tr>
<tr>
<td>All Sandwiches</td>
<td>Bean Tostado</td>
<td>Chicken Curry</td>
<td></td>
</tr>
<tr>
<td>Banana Bread</td>
<td>Hot Dogs</td>
<td>Rice, Mashed Potatoes, Stuffing</td>
<td></td>
</tr>
<tr>
<td>100% Juice Boxes</td>
<td>Sloppy Joes</td>
<td>Baked Potatoes</td>
<td></td>
</tr>
</tbody>
</table>
Identifying Control Measures
Control measures include standard operating procedures and critical control points and are used to ensure food hazards are reduced, eliminated, or prevented. Decide which control measures are essential to ensure safe food within your operation. Document control measures identified for each process in your food safety plan. Identify critical limits, such as, time and/or temperatures that must be achieved or maintained to prevent, eliminate, or reduce a food safety hazard to an acceptable level.

Informing Food Service Employees/Volunteers
Ensure all appropriate staff and volunteers are trained on the food safety plan and are aware of the menu items, the appropriate process category, and the necessary control measures.

Standard Operating Procedures (SOP):
The SFA is responsible for developing a comprehensive food safety program designed for their program operations, including a plan for every food storage, preparation, and service site. SOPs are an important factor in controlling hazards and serve as a basic food safety foundation. A written HACCP plan must include methods for: documenting HACCP process for menu items, documenting critical control points, monitoring, establishing and documenting corrective actions, recordkeeping, and reviewing the overall food safety program periodically.

The following Standard Operating Procedures have been adapted from the Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles. Modifications should be made for each serving site based on school’s procedures.
<table>
<thead>
<tr>
<th>Category</th>
<th>Reference Number &amp; Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL/ MULTIPLE</td>
<td>1- HEALTH &amp; PERSONAL HYGIENE</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2- WASHING HANDS</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>3- NO BARE HAND CONTACT WHEN HANDLING READY-TO-EAT FOODS</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>4- CLEANING AND SANITIZING FOOD CONTACT SURFACES</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>5- PREVENTING CROSS-CONTAMINATION DURING STORAGE AND PREPARATION</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>6- USING AND CALIBRATING FOOD THERMOMETERS</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>7- VISITORS IN FOOD SERVICE</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>8- FACILITY AND EQUIPMENT MAINTENANCE</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>9- INSECT, RODENT, AND ANIMAL CONTROL</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>10- BODY FLUID CLEANUP</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>11- ASSEMBLING A BODY FLUID CLEANUP KIT</td>
<td>34</td>
</tr>
<tr>
<td>RECEIVING</td>
<td>12- APPROVED FOOD SOURCE</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>13- RECEIVING DELIVERIES</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>14- HANDLING A FOOD RECALL</td>
<td>42</td>
</tr>
<tr>
<td>STORAGE</td>
<td>15- STORING FOOD</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>16- STORING AND USING CHEMICALS</td>
<td>48</td>
</tr>
<tr>
<td>PREPARING</td>
<td>17- WASHING AND HANDLING FRESH FRUITS AND VEGETABLES</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>18- THAWING FOOD</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>19- CONTROL TIME &amp; TEMPERATURE DURING PREPARATION</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>20- PREPARATION OF FOOD WITH POTENTIAL TO CAUSE ALLERGIC REACTION</td>
<td>56</td>
</tr>
<tr>
<td>COOKING</td>
<td>21- COOKING POTENTIALLY HAZARDOUS FOOD</td>
<td>59</td>
</tr>
<tr>
<td>HOLDING</td>
<td>22- HOLDING HOT AND COLD POTENTIPLY HAZARDOUS FOODS</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>23- USING TIME AS A PUBLIC HEALTH CONTROL</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>24- DATE MARKING READY-TO-EAT POTENTIALLY HAZARDOUS FOOD</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>25- REDISTRIBUTION OF RETURNED FOOD/SHARE TABLES</td>
<td>70</td>
</tr>
<tr>
<td>TRANSPORTING</td>
<td>26- TRANSPORTING FOOD TO REMOTE SITE (SATELLITE, MOBILE, ALTERNATE SERVING LOCATIONS)</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>27- FIELD TRIP MEALS</td>
<td>77</td>
</tr>
<tr>
<td>SERVING</td>
<td>28- SERVING FOOD</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td>29- PREVENTING CROSS CONTAMINATION AT FOOD BARS/ SELF SERVICE</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>30- BREAKFAST (SERVICE) IN THE CLASSROOM</td>
<td>83</td>
</tr>
<tr>
<td>COOLING</td>
<td>31- COOLING POTENTIALLY HAZARDOUS FOOD</td>
<td>86</td>
</tr>
<tr>
<td>REHEATING</td>
<td>32- REHEATING POTENTIALLY HAZARDOUS FOOD</td>
<td>89</td>
</tr>
<tr>
<td>PROGRAMS &amp; PROCEDURES</td>
<td>33- FARM TO TABLE PRODUCT SAFETY</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>34- FRESH FRUIT AND VEGETABLE PROGRAM</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>35- AFTERSCHOOL SNACK PROGRAM</td>
<td>98</td>
</tr>
<tr>
<td></td>
<td>36- EMERGENCY/ EARLY RELEASE/ CLOSURE</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>37- FOOD SAFETY AND HACCP TRAINING</td>
<td>104</td>
</tr>
<tr>
<td>DPS STANDARD OPERATING PROCEDURES</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>38- HANDLING A FOOD RECALL</td>
<td>106</td>
<td></td>
</tr>
<tr>
<td>39- WASH FRESH FRUITS AND VEGETABLES</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>40- CONTROLLING TIME AND TEMPERATURE DURING PREPARATION</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>41- BREAKS AND MEALS</td>
<td>115</td>
<td></td>
</tr>
<tr>
<td>42- EMPLOYEE EATING AND DRINKING IN THE WORKPLACE</td>
<td>116</td>
<td></td>
</tr>
<tr>
<td>43- GLOVE AND UTENSIL USE</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td>44- RECORD KEEPING AND DOCUMENTATION</td>
<td>118</td>
<td></td>
</tr>
<tr>
<td>45- FACILITY AND EQUIPMENT MAINTENANCE</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>46- DENVER PUBLIC SCHOOL’S GARDEN TO CAFETERIA PROGRAM: SCHOOL GARDENS</td>
<td>122</td>
<td></td>
</tr>
<tr>
<td>47- WAREHOUSE/RECEIVING PRODUCE</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>48- PROHIBITION OF ANIMALS IN THE CAFETERIA, SERVING LINE, AND KITCHEN AREA</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>49- PEST CONTROL PROCEDURE</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td>50- LEFTOVERS</td>
<td>139</td>
<td></td>
</tr>
<tr>
<td>51- NO WATER AVAILABLE IN THE KITCHEN/NOT HOT WATER AVAILABLE IN THE KITCHEN</td>
<td>142</td>
<td></td>
</tr>
<tr>
<td>52- UTILIZING A PORTABLE SINK</td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>53- IN CASE OF A SCHOOL WIDE ILLNESS OUTBREAK</td>
<td>148</td>
<td></td>
</tr>
</tbody>
</table>
 Purpose: To ensure all food service employees maintain good personal hygiene and health practices; in order to, prevent the introduction of foreign objects into the food, minimize the possibility of transmitting disease through food, and to ensure the overall safety of the food.

Scope: This procedure applies to food service employees and all other individuals who handle food and who come in contact with food service equipment and other food-contact surfaces in the service area, kitchen and/or dish room.

Keywords: Personal Hygiene, Cross-Contamination, Contamination

Instructions:
Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.

The personal hygiene and health policy will be reviewed with all appropriate parties.

1. Grooming
   a. Arrive at work clean, bathed, teeth brushed, hair washed and deodorant used daily.
   b. Maintain short, clean, and polish-free fingernails. No artificial nails are allowed.
   c. Follow proper hand washing procedures as outlined in SOP #2 Washing Hands.

2. Proper Attire
   a. Wear clean, appropriate clothing, shoes and apron.
      i. Shoes must be clean non-skid, close-toed work shoes or tennis shoes that are comfortable for standing and working on floors that can be slippery.
   b. Follow established guidelines for apron use, including:
      i. Do not wear apron to and from work.
      ii. Take off apron before using the restroom.
      iii. Change apron if it becomes soiled or stained.
      iv. Use a clean apron daily.

3. Hair Restraints & Jewelry
   a. A hair restraint is to be worn at all times while in the kitchen.
   b. Beards and mustaches must be neat and trimmed.
   c. Refrain from wearing jewelry. Only a single plain ring (no stone) and small earrings are permitted. Per the Food Code section 2-408, watches, bracelets, rubber bands, hair ties or medical bracelets may not be worn during food preparation.
4. Cuts, Abrasions, and Burns
   a. Bandage all cuts, abrasions or burns that have broken the skin.
   b. Cover bandages on hands with gloves and finger cots as appropriate.
   c. Inform supervisor of all wounds and injuries.

5. Smoking, Eating, and Chewing Gum
   a. No smoking or chewing tobacco is permitted inside production facilities or on
      school grounds.
   b. Eat and drink in designated areas only. A closed beverage container with a lid
      and straw are permissible in the production area, away from food.
   c. Wash hands when returning to work after eating, drinking, or smoking.
   d. No chewing gum or eating candy during work in a food production area.

6. Personal Health
   a. Report to work in good health. Do not report to work if you have any of the
      following symptoms:
      i. Diarrhea
      ii. Vomiting
      iii. Fever
      iv. Jaundice
      v. Sore Throat with Fever
      vi. Lesions containing pus (boil or infected wound), that is open or draining
          and not properly protected as determined by the Colorado Food Code 2-203.
   b. Do not report to work without permission from the supervisor if you have a
      diagnosis or have had contact with any of the following:
      i. Norovirus
      ii. Salmonella typhi
      iii. Shigella
      iv. Shiga toxin-producing E.coli
      v. Hepatitis A virus
   c. Notify the health department if an employee is diagnosed with any of the above.
   d. Notify supervisor to discuss situation if employee has acute respiratory infection,
      sneezing, coughing, or runny nose with discharge.

Monitoring:
A designated food service employee will inspect employees when they report to work to be
sure that each employee is following the procedures as outlined. The designated food service
employee will monitor that all food service employees are adhering to the health and personal
hygiene policy during all hours of operation.
Corrective Action:
Employees, volunteers, student workers or other food service workers who are not incompliance will be retrained and asked to review the procedures outlined in this SOP. Report all incidents to the supervisor. Exclude or restrict employees per conditions described above. Discard any contaminated food. Contact the environmental health specialist for further assistance, if warranted.

Verification & Recordkeeping:
A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. The Food Safety Checklist will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

2- Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands.

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

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train food service employees and all other individuals who handle food and who come in contact with food service equipment and other food-contact surfaces in the cafeteria, kitchen and/or dish room on proper hand washing.

2. Post hand washing signs or posters in a language understood by all food service staff near all hand washing sinks, in food preparation areas, and restrooms.

3. Designated hand washing sinks are used for hand washing only. Food preparation, utility, and dishwashing sinks are not used for hand washing.

4. Hand washing sinks are supplied with warm running water, soap, and single-use paper towels.

5. Keep hand washing sinks accessible any time employees are present.

6. Follow proper hand washing procedures as indicated below:
   a. Wet hands and forearms with warm, running water (at least 110F) and apply soap.
   b. 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.
   c. Dry hands and forearms thoroughly with a single-use paper towel.
   d. Dry hands for at least 30 seconds if using a warm air hand dryer.
   e. Turn off water using paper towel.
   f. Use single-use paper towel to open door when exiting the restroom.

7. Follow FDA and Local Public Health Agency recommendations when using hand sanitizers.

8. Wash hands
   a. Before starting work.
   b. During food preparation.
   c. When moving from one food preparation to another.
   d. Before putting on, changing, after removing gloves.
   e. After using the restroom.
   f. After sneezing, coughing, or using a tissue.
g. After touching hair, face, or body.

h. After smoking, eating, drinking, or chewing gum.

i. After handling raw meats, poultry, or fish.

j. After any clean up activity such as sweeping, mopping, or wiping counters.

k. After touching dirty dishes, equipment, or utensils.

l. After handling trash.

m. After handling money.

n. After anytime the hands may become contaminated.

Monitoring:
A designated employee will visually observe the hand washing practices of the food service 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. Discard any food items that have been contaminated. Employee will be re-trained to ensure proper hand washing procedures are followed.

Verification & Recordkeeping:
A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. The Food Safety Checklist will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ______________________ By: ______________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

3- No Bare Hand Contact when Handling Ready-to-Eat Foods

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

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

Keywords: Hand washing, Cross-Contamination, Ready-to-Eat Food

Instructions:

Gloves or utensils must be used for handling all ready-to-eat foods.

1. Train food service staff on proper hand washing procedures, glove use, and the policies outlined in this SOP.
2. Follow State or Local health department requirements.
3. Do not use bare hands to handle ready-to-eat foods.
4. Use suitable utensils when working with ready-to-eat foods. Suitable utensils may include:
   a. Single-use gloves
   b. Deli tissue
   c. Foil Wrap
   d. Tongs, spoodles, spoons, and spatulas
5. Single-use gloves
   a. Should be used for only one task and discarded when damaged or soiled, or when interruptions occur in the operations.
   b. Hands should be washed and gloves changed before handling ready-to-eat foods, when glove is torn, damaged, or soiled.
   c. Do not reuse gloves after they have been removed.
   d. Use appropriate size of gloves to ensure a proper fit.
   e. Store and dispense gloves to prevent contamination.
   f. Check gloves to make sure they are intact, without tears or imperfections before use.
6. Utensils
   a. Ensure appropriate utensils are available, clean and sanitized before use.
   b. Utensils should be used for only one task and cleaned and sanitized when soiled or contaminated.
Monitoring:
A designated employee will visually observe food service employees during all hours of operation to ensure that gloves or suitable utensils are used and changed at the appropriate times.

Corrective Action:
Employees, volunteers, student workers, and others involved in food preparation and service observed not following proper procedures will be asked to review the procedures in the food safety plan. Any food items that have been contaminated by bare hand contact will be discarded. Re-training will be provided.

Verification & Recordkeeping:
The Kitchen Manager or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. The Food Safety Checklist will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ___________________ By: ___________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

4- Cleaning and Sanitizing Food Contact Surfaces

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

Scope: This procedure applies to all who enter the food service operation and production site. This procedure applies to food service employees involved in cleaning and sanitizing food contact surfaces.

Keywords: Food Contact Surface, Cleaning, Sanitizing

Instructions:

1. Train food service employees, volunteers, and student workers who enter the food service area on the proper procedures to clean and sanitize food contact surfaces.

2. Follow manufacturer’s instructions regarding the use and maintenance of dishwashing equipment and use of chemicals for cleaning and sanitizing food contact services. Refer to SOP # 16 Storing and Using Chemical.

3. Wash, rinse, and sanitize all food contact surfaces (sinks, tables, cutting boards, equipment, utensils, thermometers, carts, etc.):
   a. Before each use.
   b. Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, poultry.
   c. Between uses with raw fruits and vegetables and with any other potentially hazardous foods (time/temperature control for safety foods).
   d. Every 4 hours if used to prepare potentially hazardous foods on a continual basis.
   e. After final use each working day.
   f. Anytime during the operation when contamination occurs or is suspected.

4. Scrape-prewash-soak prior to the wash step to eliminate excess soil.
   a. Wash, rinse, and sanitize food contact surfaces following appropriate procedures.
   b. Use an approved sanitizer for food contact: Quaternary Ammonium
   c. When a three-compartment sink is utilized for warewashing or when equipment such as slicers, grinders, kettles, and mixers are cleaned and sanitized in place, the operation shall be conducted in the following sequence;
      i. Sinks or equipment used for warewashing shall be cleaned and sanitized before use.
      ii. Equipment and utensils shall be thoroughly cleaned in the first compartment with a clean detergent solution that is mixed in accordance with the manufacturer’s label and temperature of at least 110°F.
iii. Equipment and utensils shall be rinsed free of detergent with clean water in the second compartment.

iv. Equipment and utensils shall be sanitized in the third compartment according to:

1) For items small enough to be immersed:
   a) Immersion for at least ½ minute in clean, hot water of a temperature of at least 170°F (77°C).
   b) Immersion for at least 1 minute in a cleaning solution containing a minimum of 50 parts per million (mg/L) and no more than 200 parts per million (mg/L) of available chlorine as a hypochlorite and having a temperature of at least 75°F (24°C).
   c) Immersion for at least 1 minute in a cleaning solution containing at least 12.5 parts per million (mg/L) of available iodine, having a pH range not higher than 5.0, unless otherwise certified to be effective by the manufacturer, and at a temperature of at least 68°F (20°C).
   d) Immersion in a cleaning solution containing a quaternary ammonia product at a minimum of 75°F (24°C) or any other chemical sanitizing agent allowed under Sanitizers, 40 CFR 180.940 (2005).

2) For items too large to be sanitized by immersion:
   a) Treatment with steam that is free from materials or additives other than those specified in 21 CFR section 173.310, (2003) in the case of equipment too large to sanitize by immersion, but in which steam can be confined.
   b) Rinsing, spraying, or swabbing with a chemical sanitizing solution containing at least the strength required for that particular sanitizing solution in section 4- 403(I)(2-4) for equipment too large to sanitize by immersion.

3) If a chemical not specified in this section is used, the licensee shall demonstrate to the Department that the solution achieves sanitization and the use of the solution shall be approved.

4) If a chemical sanitizer other than chlorine, iodine, or a quaternary ammonium compound is used, it shall be registered with EPA and applied in accordance with the EPA registered label use instructions.

v. When hot water is used for sanitizing, the following equipment shall be provided and used:
1) An integral heating device or fixture installed in, on, or under the sanitizing compartment of the sink which is capable of maintaining the water at a temperature of at least 170°F (77°C).

2) A numerically-scaled indicating temperature measuring device, accurate to ±3°F (±2°C), located convenient to the sink for frequent checks of water temperature.

3) Utensil racks, baskets, or other appropriate means to permit complete immersion of utensils and equipment in the hot water.

vi. Chemicals used for sanitization, shall not have concentrations higher than the maximum permitted under Sanitizers, 40 CFR 180.940 (2005).

d. When a mechanical dish machine is used:
   i. Verify the information on the data plate with the dish machine manufacturer.
   ii. Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
   iii. Follow manufacturer’s instructions for use.
   iv. If using hot water sanitizing warewashing machines, the wash water and pump rinse water must be kept clean and the wash solution temperature must be maintained and not less than the temperatures stated below;
      3) Single-tank, conveyor machine: Wash temperature 160°F (72°C).
      4) Multi-tank, conveyor machine: Wash temperature 150°F (66°C).
      Pumped rinse temperature 160°F (72°C).
      5) Single-tank, pot, pan, and utensil washer (either stationary or moving rack): Wash temperature 140°F (60°C).

v. If using chemical to sanitize ensure:
   1) The temperature of the wash water shall not be less than 120°F (49°C).
   2) The wash water shall be kept clean.
   3) Chemicals added for washing and sanitization purposes shall be automatically dispensed.
   4) Utensils and equipment shall be exposed to the final chemical sanitizing rinse in accordance with the manufacturer’s specifications for time and concentration.
   5) The chemical sanitizing rinse water temperature shall not be less than 75°F (24°C) or less than the temperature specified by the machine’s manufacturer.
6) Chemical sanitizers shall meet the requirements specified 40 CFR 180.940 (2005) and be applied in accordance with the EPA registered label use instructions.

vi. Air dry utensils and other food contact items prior to storing.

vii. All warewashing machines shall be thoroughly cleaned daily and as needed to maintain them in a satisfactory operating condition.

Monitoring:

Food Service Employees will:

1. During all hours of operation, visually and physically inspect food contact surface of equipment and utensils to ensure that the surfaces are clean to the sight and touch.

2. In a 3-compartment sink, on a daily basis:
   a. Visually monitor that the water in each compartment is clean.
   b. Take the water temperature in the first compartment of the sink by using a calibrated thermometer. Refer to SOP #6 Using and Calibrating Food Thermometers.
   c. If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical being used.
   d. If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.

3. In a dish machine, on a daily basis:
   a. Visually monitor that the water and interior parts of the machine are clean and free of debris.
   b. Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
   c. For hot water sanitizing dish machines, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges, by using heat sensitive tape, and/or by using maximum registering thermometers.
   d. For chemical sanitizing dish machines, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.

2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized.

3. Discard food that comes in contact with food contact surfaces that have not been cleaned and sanitized properly.

4. For a 3-compartment sink:
   a. Drain and refill compartments periodically as needed to keep the water clean.
   b. Adjust the water temperature by adding hot water until the desired temperature is reached.
c. Add more sanitizer or water, as appropriate, until proper concentration is achieved.

5. Food dish machine
   a. Drain and refill the machine periodically and as needed to keep the water clean.
   b. Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
   c. For hot water sanitizing dish machines, retest temperatures by running the machine again. If the appropriate water temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service single-use items if a 3 compartment sink is not available.
   d. For chemical sanitizing dish machines, check the level of sanitizer remaining in bulk container. Fill, if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3 compartment sink to wash, rinse, and sanitize until the machine is repaired.

Verification & Recordkeeping:
Food service employees will record monitoring activities and any corrective action taken on the appropriate temperature log. A supervisory or other designated employee will verify that food service employees have taken the required temperatures and tests, the sanitizer concentration by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s). A supervisory or other designated employee will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for at least 3 years plus the current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By:

Date Revised:  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

5- Preventing Cross-Contamination During Storage and Preparation

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

Scope: This procedure applies to all who enter the food service operation and production site who receive, prepare, cook, cool, and reheat food.

Keywords: Cross-contamination, Preparation, Contamination, Storage, Receiving

Instructions:
1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to SOP #2 Washing Hands.
4. Avoid touching ready-to-eat food with bare hands. Refer to SOP #3 No Bare Hand Contact When Handling Ready-to-Eat Foods.
5. Use only dry, cleaned, and sanitized equipment and utensils. Following instructions in SOP# 4 Cleaning and Sanitizing Food Contact Surfaces.
6. Clean and sanitize utensils, knives, pans, cutting boards and other food contact surfaces between handling of raw and cooked products.
7. Handle only those surfaces of equipment and utensils that will not come in direct contact with food.
8. Separate different types of raw animal foods, such as eggs, fish, beef, pork and poultry, from each other, except when combined in recipes.
9. Separate raw animal foods from ready-to-eat foods, both cooked and raw, during receiving, storage, preparation, holding and service. For example, eggs, fish, beef, and poultry should be separated from lettuce, cut melons, luncheon meats and fruit crisps.
10. Store all food in covered containers or packages (except cooling food which may be left uncovered or loosely covered if protected from overhead contamination).
11. Store foods safely in refrigerators and freezers to prevent cross-contamination.
   a. Cooling foods, especially if uncovered or loosely covered, should be placed on the top shelf.
   b. Ready-to-eat foods that do not require any washing or heating (e.g. salads, pumpkin pie, sandwich meat, cheese) should be stored separately from and above ready-to-eat foods that do require washing or heating.
   c. Raw animal foods should be separated with the foods requiring lower cooking temperatures stored above those requiring higher cooking temperatures.
12. At all times, including while being stored, prepared, displayed, dispensed, packaged, or transported, food shall be protected from cross-contamination between foods and from
potential contamination by insects, insecticides, rodents, rodenticides, other toxins, probe-type tags, unclean equipment and utensils, unnecessary handling, flooding, draining, overhead leakage or condensation, or other agents of public health significance.

13. Each time there is a change between preparing raw product and ready-to-eat foods, food-contact surfaces and utensils shall be cleaned and sanitized.

**Monitoring:**
Food service employees will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

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

**Verification & Recordkeeping:**
A supervisory or other designated employee will ensure that all employees are following these procedures by visually observing food service staff and by completing the Food Safety Checklist. Food service employees will document any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. Checklist and logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 3 years plus the current year.

**Date Implemented:** 2016/17 School Year  
By: Kitchen Manager

**Date Reviewed:**  
By:  

**Date Revised:** August 10, 2016  
By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

6- Using and Calibrating Food Thermometers

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

Scope: This procedure applies to all who enter the food service operation and production site who receive, prepare, cook, cool, and reheat food. Temperatures will be taken at all steps in the food flow-receiving, storing, preparing, cooking, transporting, and serving-with calibrated thermometers to ensure the safety of food served to customers.

Keywords: Calibration, Thermometers

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

How to Measure the Temperature of Food
1. Use a calibrated thermometer. Calibrate thermometers twice daily (before breakfast and before lunch), or whenever they are dropped or suffer a shock.
2. Sanitize stem of clean thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
3. Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
   a. The thickest part of the product for meat, poultry, or fish.
   b. The center of the item.
   c. Between two packages of refrigerated or frozen packaged foods.
d. Until at least 2 inches are submersed in milk and other liquids.

e. By folding the bag over the stem of the thermometer or probe for bulk milk or liquids.

4. Make sure the tip of the thermometer is submersed in the food item, avoid touching the pan, sides, or bones.

5. Measure the temperature for at least 15 seconds.

6. Read thermometer and record temperature.

7. Clean and sanitize stem of thermometer and store it in an accessible location.

Calibrating Thermometers - Ice Point Method

Food temperature measuring devices shall be calibrated in accordance with manufacture specifications as necessary to ensure their accuracy.

1. Fill a large glass (at least 6” in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.

2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water.

3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers and rotate the head of the thermometer until it reads 32°F.

4. Press the reset button on a digital thermometer to adjust the readout.

5. Record in Calibration Record for Thermometers that calibration was completed, including date and initial.

Monitoring:

Food service employees will use the ice-point method to verify the accuracy of food thermometers:

1. Twice daily (before breakfast and before lunch).
2. If dropped.
3. If used to measure extreme temperatures.
4. Whenever accuracy is in question.

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

Corrective Action:

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

Verification & Recordkeeping:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log or other appropriate log each time a
thermometer is calibrated. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employee during the calibration process and while thermometers are being used. Calibration logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year       By: Kitchen Manager

Date Reviewed: ____________________________ By: __________________________

Date Revised: August 10, 2016       By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

7- Visitors in Food Service

**Purpose:** Ensure all persons within the food service operation, adhere to food safety practices

**Scope:** This procedure applies to all who enter the food service operation and production site.

**Keywords:** Food safety, Hair Restraints, Hand washing, Monitoring

**Instructions:**
Visitors in food service (including students, non-production staff, sales people, volunteers and those on-site on official capacity) will be kept to a minimum. When visitors are present, they must adhere to food safety practices and safety precautions to prevent injury.

1. The person in charge will:
   a. Limit access to unauthorized personnel in food preparation, serving and storage areas as part of the school agency’s food safety and bio-security procedures.
   b. Limit access of visitors to those with job functions that require his/her presence during food preparation and service.
   c. Provide hair restraints to those permitted access in areas where food is being prepared and served.
   d. Ensure that all visitors permitted access to food service wash their hands if present during meal preparation and service.

2. Post signs to inform visitors of the following procedures:
   a. Approval is needed to access food storage, production and service areas.
   b. Location of and proper use of hair restraints.
   c. Location of and proper use of hand washing stations.

**Monitoring:**
A designated employee will monitor visitors in production areas to ensure that procedures are followed.

**Corrective Action:**
Unauthorized employees, volunteers, and other visitors will be notified that approval is needed to access any food preparation and storage areas. Any food items that have been contaminated as a result of unauthorized visitors will be discarded. Employee re-training will be provided if visitor access procedures are not followed.
Verification & Recordkeeping:
A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By: 

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HACCP-Based Standard Operating Procedure (SOP)

8- Facility and Equipment Maintenance

**Purpose:** The facility and equipment will be maintained to ensure the safety of the food served to customers.

**Scope:** This procedure applies to all who enter the food service operation and production site. Child Nutrition employees who use equipment will be responsible for cleaning and sanitizing removable parts after each use. Equipment that handles potentially hazardous foods is cleaned at least every four hours, if the equipment is in continual use for more than four hours.

**Keywords:** Clean, Sanitize

**Instructions:**

1. All equipment, utensils, and single-service articles shall meet the requirements set forth by the *Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2).*
2. Maintenance and cleaning tools, such as brooms, mops, vacuum cleaners, and similar equipment, shall be maintained in good repair and stored in a way that does not contaminate food, utensils, equipment, or linens. Maintenance and cleaning tools shall be stored in an orderly manner to facilitate the cleaning of the storage area. After use, mops shall be placed in a position that allows them to air-dry without soiling walls, equipment, or supplies.
3. Cleaning of floors, walls, and ceilings shall be done as needed, preferably during periods when the least amount of food is exposed, such as after closing.
4. Only dustless methods for cleaning floors, walls, and ceilings shall be used, such as vacuum cleaning, wet cleaning, treated dust mops, or the use of dust-arresting sweeping compounds with brooms.
5. Floors, mats, duckboards, walls, ceilings, and attachments (e.g., light fixtures, vent covers, wall and ceiling mounted fans, and similar equipment), and decorative materials (e.g., signs and advertising materials), shall be kept clean.
6. Mop water shall be changed as needed to prevent the recontamination of cleaned surfaces.

**Monitoring:**
A child nutrition supervisor or designated employee will

1. Assure all equipment in the food service facility is well maintained.
2. Contract with an equipment repair company or work with the school district’s maintenance department to have preventive maintenance done for all equipment, including calibration.

3. Log all preventative maintenance.

4. Review temperature logs daily to ensure that they are accurate and identify problem areas.

5. Follow up on any equipment issues or needs.

6. Maintain all facility and equipment documentation with HACCP records.

**Corrective Action:**
Equipment breakdown and maintenance problems that occur will be reported to person in charge. A necessary work order will be developed, if applicable. Manufacturer representative will be contact for equipment repair. Documentation will be maintained to show appropriate corrective action was taken. Written facility/equipment improvement plans to follow up on recommendations made during food safety inspections will be maintained with copy of food safety inspections.

**Verification & Recordkeeping:**
Food service employees will record monitoring activities and any corrective action taken on the appropriate equipment, temperature, and maintenance logs. A supervisory or other designated employee will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for at least 3 years plus the current year.

**Date Implemented: 2016/17 School Year**

**By: Kitchen Manager**

**Date Reviewed:**

**By:**

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**By: Kim Butler**
HACCP-Based Standard Operating Procedure (SOP)

9- Insect, Rodent, and Animal Control

**Purpose:** The prevent foodborne illness cause by pests.

**Scope:** This procedure applies to all who enter the food service operation and production site who receive, prepare, cook, cool, and reheat food.

**Keywords:** Clean, Sanitize, Contamination

**Instructions:**

1. Train employees on the procedures outlined in this standard operating procedure.
2. Maintain facilities and equipment to ensure proper sanitation procedures are followed.
3. Ensure gaps, cracks, holes, and openings in walls, doors, screens, pipes, etc. are sealed and secure.
4. Openings to the outdoors shall be protected against the entry of insects and rodents by
   a. Closed, tight-fitting windows.
   b. Solid self-closing, tight-fitting doors.
   c. 16 inch mesh to 1 inch screens on doors and windows.
5. Doors for deliver or emergency exits shall remain closed, if not equipped with proper mesh or air curtains.
6. Openings between the floor and bottom of outer doors, when closed shall be not greater than one-fourth inch (1/4”).
7. The presence of insects, rodents, and other pests shall be controlled to minimize their presence on the premises by
   a. Routinely inspecting incoming shipments of food and supplies.
   b. Routinely inspecting premises for evidence of pests.
   c. Eliminating harborage conditions and infestations.
8. If pests are found, follow the approved insect control devices as indicated in the Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2 section 8-103 & 8-104).
9. Live animals may not be allowed on the premises of a food establishment, except as specified in (6 CCR 1010-2 section 8-106 (B) & (C)).
10. Maintain clean, organized kitchens.

**Monitoring:**
Food service employees will monitor equipment, facilities, and storage areas to ensure no signs of pests.

**Corrective Action:**
Retrain any food service employee found not in compliance with pest control protocol.
Discard any items that have evidence of pests on/in them. Contact approved pest control agency. Follow proper cleaning and sanitizing procedures when evidence of pests has been observed.

**Verification & Recordkeeping:**
Food service employees will record the date, time, and location of any detected pests and record if product was discarded due to pest contamination. A supervisory or other designated employee will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for at least 3 years plus the current year.

**Date Implemented:** 2016/17 School Year  
**By:** Kitchen Manager

**Date Reviewed:**  
**By:**

**Date Revised:** August 10, 2016  
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HACCP-Based Standard Operating Procedure (SOP)

10- Body Fluid Cleanup (implementation on this SOP pending)

Purpose: To prepare for incidents requiring cleaning and disinfecting of body fluids.

Scope: This procedure applies to all who enter the food service operation and production site. Implement to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood if cleanup is done by an employee of the child nutrition program staff. All body fluids should be treated as infectious.

Keywords: Disinfecting, Body Fluids, Personal Protective Equipment (PPE), Infectious

Instructions:

1. Contain the affected area.
   a. Discontinue food service operations if incident occurred in food preparation or service areas.
      i. Refer to SOP #26 Transporting Food to Remote Site (Satellite, Mobile, Alternate Meal Service) to safely continue meal service.
      ii. Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain areas within 25 feet of the incident/spill.
         1. Send sick staff and students to the school clinic/nurse for assistance.
         2. Exclude food service employees with symptoms of vomiting or diarrhea from food service operations. Refer to 2-202 Exclusions and Restrictions (Colorado Food Retail Regulations).
      iii. Allow only food service employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
   2. Retrieve the Body Fluid Cleanup Kit. Refer to SOP # 11 Assembling a Body Fluid Cleanup Kit.
   3. Put on personal protective equipment (PPE) to include:
      a. Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
         i. Consider double gloving. Replace gloves if they tear or become visibly soiled. Keep hands away from face while cleaning bodily fluids.
      b. A disposable gown or apron, and disposable shoe covers.
      c. A face mask with eye protection, or goggles.
   4. Remove visible body fluid.
      a. Pour sand, or liquid spill absorbent material, on body fluid spill.
b. Use a disposable scoop, or equivalent, and single-use paper towels to remove the sand and body fluid from the affected surfaces.
c. Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
d. Remove gloves. Dispose of gloves in a plastic garbage bag.
e. Wash hands.

5. Disinfect the affected area
   a. Contact your local regulatory authority regarding approved chemical sanitizers such as chlorine, iodine, and quaternary ammonium compounds.
      i. “6-404 Concentrations and Contact Time.
         1. (a) Sanitizers:
            a. Shall be mixed and used according to the label instructions, including concentration and contact time,
            b. If used as a sanitizer, household bleach, containing 5.25% sodium hypochlorite shall be mixed at one (1) tablespoon per gallon of water. Household bleach containing 6.00% sodium hypochlorite, shall be mixed at two and a half (2 ½) teaspoons per gallon of water. Both solutions shall be between 50 – 200 ppm chlorine and shall have a contact time of at least one minute, and
            c. Shall be formulated so as not to include nor require a final rinse with potable water.
      ii. (b) Disinfectants:
         a. Must be mixed and used according to the manufacturer’s label and instructions, including concentration and contact time,
         b. If used as a disinfectant, household bleach, containing 5.25% sodium hypochlorite, shall be mixed at one-quarter (¼) cup per gallon of water. Household bleach containing 6.00% sodium hypochlorite, shall be mixed at three and a quarter (3¼) 26 tablespoons per gallon of water. Both solutions shall have a contact time of at least one minute” (6 CCR 1010-7, pg.)

6. Non-absorbent surfaces (tile, stainless steel)
   b. Wear all PPE, including the face mask with eye protection, or goggles. Ensure the area is well ventilated.
   c. Prepare disinfection solution according to guidance provided by local health or regulatory authority.
   d. Transfer solution to a spray bottle.
e. Using the spray bottle, generously apply the disinfection solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.
   i. For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
   ii. Use in a well-ventilated area.
   iii. Disinfect high touch areas throughout the food service area, cafeteria dining area, break room, and restrooms using disinfecting solution and paper towels.
   iv. Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another *EPA-approved disinfectant is used, follow the manufacturer’s instructions.
   v. Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
   vi. Allow surfaces to air dry.
   vii. Dispose of the paper towels and or disposable mop head in a plastic garbage bag.
   viii. Remove gloves, dispose of gloves in a plastic garbage bag.
   ix. Wash hands.
   x. Put on new disposable gloves, consider double gloving.
   xi. Dispose of paper towels in a plastic garbage bag.
   xii. Remove gloves, dispose of gloves in a plastic garbage bag.
   xiii. Wash hands.

7. Absorbent Surfaces (carpet, cloth, upholstery)
   a. Disinfect with a chemical disinfectant when possible.
   b. Steam clean for a minimum of 5 minutes at 170°F.
   c. Wash in mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
   d. Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
   e. Remove gloves, dispose of gloves in plastic garbage bag.
   f. Wash hands.

8. Discard potentially contaminated food.
   a. Put on new disposable gloves, consider double gloving.
   b. Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
      i. For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers may be salvaged if adequately cleaned and disinfected.
      ii. Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a Damaged or Discarded Product Log.
c. Remove gloves, dispose in plastic garbage bag.
d. Wash hands.

9. Dispose of PPE and cleaning and disinfecting materials.
   a. Put on new disposable gloves, consider double gloving.
   b. Securely tie garbage bags containing all materials disposed of in steps of this SOP.
   c. Place garbage bags in a second garbage bag (double bag).
   d. Clean all non-disposable items with soap and water, then disinfect, allow items to air dry.
   e. Remove PPE, including disposable gloves and place in second garbage bag.
   f. Securely tie the second garbage bag.
   g. Discard the bag in the disposal area identified by school officials.
   h. Remove soiled cloths, if necessary, and place cloths in a separate garbage bag, securely tie. Keep in garbage bag until they can be adequately laundered.

10. Wash hands, arms, and face with soap and water in a restroom sink or hand sink.

11. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in steps of this SOP. Refer to the SOP#4 Cleaning and Sanitizing Food Contact Surfaces.

12. Restock the contents of the Body Fluid Cleanup Kit.

13. Complete an incident report.

* EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA approved disinfectants appropriate for vomit and diarrhea may be found at www.epa.gov/oppad001/list_g_norovirus.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf.

**Monitoring:**
The food service manager will:
1. Ensure the body fluid cleanup kit is properly assembled at all times.
2. Ensure that at least one food service employee per shift is
   a. Designated and trained to implement this SOP.
   b. Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure that food service employees are
   a. Educated on illnesses and symptoms that must be reported to managers.
   b. Monitored for signs and symptoms of illness.

**Corrective Action:**
The food service manager will:
1. Restock the Body Fluid Cleanup Kit immediately, replace expired/ out-of-date supplies.
2. Retrain designated food service employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain & educate food service employees in applicable SOPs and proper food safety procedures.

**Verification & Recordkeeping:**
The food service manager will:
1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of three years plus the current year.
3. Document training sessions for food service employees on applicable SOPs using an Employee Food Safety Training Record.

Date Implemented: ___________________________ By: ___________________________

Date Reviewed: ___________________________ By: ___________________________

Date Revised: August 10, 2016 By: Kim Butler
**HACCP-Based Standard Operating Procedure (SOP)**

**11- Assembling A Body Fluid Cleanup Kit**  
*(implementation on this SOP pending)*

**Purpose:** To prepare for incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood.

**Scope:** This procedure applies to all who enter the food service operation and production site. Implement to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood if cleanup. All body fluids should be treated as infectious.

**Keywords:** Disinfecting, Body Fluids, Personal Protective Equipment (PPE), Infectious

**Instructions:**

1. Train employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.
2. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
   a. Ethanol based hand sanitizer (62% Ethanol, FDA compliant).
   b. Waterproof container sufficient in size to store personal protective and cleaning equipment.
   c. Personal protective equipment (PPE):
      i. Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
      ii. Disposable gown or apron, and shoe covers.
      iii. Face mask with eye protection, or goggles.
   d. Cleaning supplies:
      i. Sand, or liquid spill absorbent material.
      ii. Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel).
      iii. Plastic garbage bags and twist-ties.
      iv. Liquid soap.
      vi. Disposable mop head.
   e. Disinfecting supplies:
      i. Bucket designated for chemical use.
      ii. Spray bottle.
      iii. *Household bleach (5.25% concentration, unscented).*
      iv. Measuring spoon (tablespoon) and cup (1/2 cup).
vi. Disposable mop head.

3. Assemble a Body Fluid Cleanup Kit.
   a. Place the following supplies into a waterproof container.
      i. Twelve (12) pairs of disposable, non-latex gloves.
      ii. One (1) disposable gown or apron.
      iii. One (1) pair of disposable shoe covers.
      iv. One (1) face mask with eye protection, or goggles.
      v. One (1) package of single-use paper towels.
      vi. Two (2) disposable mop heads.
      vii. One (1) disposable flat-edge scoop, or equivalent.
      viii. Two (2) dry cups of sand, or liquid spill absorbent material.
      ix. Four (4) Plastic garbage bags and twist-ties.
      x. Procedures for use of the Body Fluid Cleanup Kit.
   b. Seal the waterproof container with a lid and label with the date.
   c. Store the Body Fluid Kit with an unopened container of household bleach, or the EPA approved disinfectant, the bucket designated for chemical use, and the spray bottle in an area designated for chemical storage and/or cleaning supplies.

*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at: www.epa.gov/oppad001/list_g_norovirus.pdf. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at: www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf

Monitoring:
The food service manager will:
1. Ensure the body fluid cleanup kit is properly assembled at all times. Ensuring supplies and chemicals have not expired.
2. Ensure excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.
3. Ensure that the Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. Foodservice employees are trained to properly use PPE and the Body Fluid Cleanup Kit.

Corrective Action:
The food service manager will:
1. Restock the Body Fluid Cleanup Kit immediately, replace expired/out-of-date supplies.
2. Retrain designated food service employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
Verification & Recordkeeping:
The food service manager will:

1. Once a month, ensure the Body Fluid Cleanup Kit is properly assembled. Consider creating a log to document that the monthly check occurred. Keep the log on file.
2. Verify that Damaged or Discarded Product Log was completed. Keep log on file for a minimum of 3 years plus the current year.
3. Document training sessions for food service employees on applicable SOPs using and an Employee Food Safety Training Record.

Date Implemented: ___________________________ By: ___________________________

Date Reviewed: ___________________________ By: ___________________________

Date Revised:  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

12- Approved Food Source

Purpose: To ensure that all food is received from approved reputable sources.

Scope: This procedure applies to all who are responsible for purchasing and receiving food.

Keywords: Receiving, Purchasing, Integrity, Reputable,

Instructions:

1. Food must be purchased from approved, reputable suppliers.
2. Suppliers should be inspected and are able to provide inspection report.
   a. Inspection should be based on Good Agricultural Practices (GAP) or Good Manufacturing Practices (GMP).
3. Suppliers meet local, state, and federal laws.
4. Package Integrity
   a. Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants.
5. Hermetically sealed food
   a. Hermetically sealed packages shall be handled so as to maintain product and container integrity.
   b. Food items that are spoiled or that are in damaged containers that may affect the product and those food items that have been returned to, or are being detained by, the retail food establishment because of spoilage, container damage, or other public health considerations shall be segregated and held in designated areas pending proper disposition unless disposed of under the supervision of the Department.
6. Dry Milk and Milk Products
   a. Dry milk and milk products used must be pasteurized.
   b. Fluid milk and fluid milk products used, served, or offered shall comply with the Colorado Grade A Pasteurized Fluid Milk and Milk Products Regulation.
7. Juice
   a. Pre-packaged juice must be obtained pasteurized; in a sterile shelf-stable form in a hermetically sealed container; or otherwise treated under an approved HACCP plan as specified in 21 CFR section 120.24 , (2003) to attain a 5-log reduction of the most resistant microorganism of public health significance.
8. Develop and follow a protocol for accepting donations of locally grown products so all items are wholesome, at peak of freshness, unblemished and free of pests.
9. Develop and follow a protocol for purchasing and receiving local produce and/or other locally available products to minimize risks of items carrying potentially hazardous organisms.

10. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

**Monitoring:**
The food service manager or other supervisory employee will verify that food is being purchased from safe, reputable suppliers. Inspection reports and other HACCP and product documentation (as necessary) will be maintained.

**Corrective Action:**
Reject deliveries and donations of food that does not meet specifications. The food service manager or other supervisory employee will record the name of the food items, source, date, time and the reason why the food was discarded on the Damaged or Discarded Product Log.

**Verification & Recordkeeping:**
Maintain the Damaged or Discarded Product Logs, invoices or other documentation for 3 plus the current school year.

**Date Implemented:** 2016/17 School Year  By: Kitchen Manager

**Date Reviewed:**  By: 

**Date Revised:** August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

13- Receiving Deliveries

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

Scope: This procedure applies to all who are responsible for receiving food.

Keywords: Receiving, Cross-Contamination, Temperatures, Holding, Frozen, Goods, Delivery

Instructions:
1. Food shall be obtained from sources that comply with the law.
2. Food prepared in a private home may not be used or offered for human consumption in a food establishment.
3. Train food service employees who accept deliveries on proper receiving procedures.
4. Schedule deliveries to arrive at appropriate times during operational hours (when possible).
5. Instruct delivery drivers or vendors on proper procedures if deliveries must be made when food service employees are not present (e.g. have them put milk directly into a specific walk-in cooler).
6. Keep receiving area clean and well lit.
7. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries to ensure foods are placed in storage in a timely manner.
8. Have tools available at the time of delivery. These include: product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts.
9. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers’ names (if known).
10. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods. Do not accept unsafe food.
11. Confirm vendor name, day and time of delivery, as well as driver’s identification before accepting delivery. If anything is suspicious, contact the vendor immediately.
12. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination.
13. Check the interior temperature of refrigerated trucks. Record any concerns.
   a. Refrigerated foods should be delivered on a refrigerated truck. If this is not possible, contact your local health inspector for advice. The Food Code requires that potentially hazardous food be received at 41°F or below.
14. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

15. Compare delivery invoice against products ordered and products delivered. If delivery is made when food service employees are not present, this should be done as soon as possible when food service employees arrive.

16. Do not touch ready-to-eat foods with bare hands. Refer to SOP # 3 No Bare Hand contact When handling Ready-to-Eat Foods.

17. Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination.

18. Use clean, sanitized and calibrated thermometers. Refer to SOP # 6 Using Calibrated Food Thermometers.

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

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

21. Check a sample of canned foods.
a. Signs that a canned product is unsafe are;
   i. swollen sides,
   ii. pin-point/sharp dents and/or
   iii. excessive rust suspected of penetrating the interior of the can.

b. Cans with rounded dents are safe and acceptable if the top and bottom seals are intact (i.e., there are no leaks).

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

23. Mark all opened and prepared refrigerated, potentially hazardous, ready-to-eat foods with the use-by date and additional information if desired, allowing a maximum of 7 days under refrigeration (at 41°F or below).

24. Transfer food to its appropriate storage location as quickly as possible.

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

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

Verification & Recordkeeping:
Record the temperature and corrective action on the delivery invoice or on the Receiving Temperature Log. Maintain the Damaged or Discarded Product Logs, invoices or other documentation for 3 plus the current school year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By: 

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

14- Handling a Food Recall

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

Scope: This procedure applies to all who enter the food service operation and production site.

Keywords: Food Recalls

Instructions:

1. Train management staff and food service employees on the proper procedures used in handling a food recall.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
   a. Type of product recalled.
   b. Distribution area.
   c. Dates when the product was produced.
   d. Identifying codes.
   e. Contact numbers.
   f. The classification type;
      i. Class I indicates a life threatening situation so act immediately.
      ii. Class 2 indicates a remote possibility of health problems.
      iii. Class 3 involves situations with no possibility for adverse health reactions.
4. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
5. Communicate the food recall notice to feeding sites.
6. Hold the recalled product using the following steps:
   a. Physically segregate the product including any open containers, leftover product, and food items in current production that contain the recalled product.
   b. If an item is suspected to contain the recalled product, but label information is not available, follow the district’s procedure for disposal.
   c. Inform the staff and volunteers of the location of the product and not to use it until further notice.
7. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
8. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.

9. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.

10. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

11. Inform the sponsor’s/school’s public relations coordinator of the recalled product.

12. If the recalled product has already been served, document the date(s) it was served, the date the recall notice was received, who the product was served to (school sites, grades, staff, etc.) and any other information worth noting (such as complaints of foodborne illness).

13. If you receive any reports of illness with suspected connection to the recalled product;
   a. Collect their names and symptoms.
   b. Refer the individual to local medical personnel or the school nurse.
   c. Report the information and your actions to the school or district office.

**Monitoring:**
The food service manager or other supervisory employee will record the name of the contaminated food, date, time and the reason why the food was discarded on the Damaged/Discarded Product log or invoice. The food service staff will visually observe the school sites have segregated and secured all recalled products.

**Corrective Action:**
1. Retrain any food service employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Confirm to the recall notice using the following steps.
   a. Report quantity and site where product is located to manufacturer, distributor or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendar days of the recall.
   b. Obtain the necessary documents from the State distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
   c. Complete and maintain all required documentation related to the recall including;
      i. Recall notice.
ii. Records of how food product was returned or destroyed.
iii. Reimbursable costs.
iv. Public notice and media communications.
v. Correspondence to and from the public health department and state agency.

**Verification & Recordkeeping:**
Food service employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log or other appropriate form. A supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the log used. Maintain the logs for a minimum of 3 years plus the current year.

**Date Implemented:** 2016/17 School Year  By: Kitchen Manager

**Date Reviewed:**  By:  

**Date Revised:**  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

15- Storing Food

Purpose: To maintain safe food and preserve food quality.

Scope: This procedure applies to all who enter the food service operation and production site. Employees who will be receiving and storing food maintain the storage areas, including dry, refrigerated, and freezer storage, by following these steps.

Keywords: Storage, Temperature, Cross-Contamination

Instructions:

1. Food Storage
   a. Containers of food shall be stored a minimum of six inches (6” or 15cm) above the floor and from the ceiling or stored on dollies, skids, racks, or open-ended pallets, provided such equipment is easily moveable, either by hand or with the use of pallet-moving equipment that is on the premises. Such storage areas shall be kept clean.
   b. Packaged food, once the container is opened in the retail food establishment prior to use, shall be kept covered, food, whether raw or prepared, if removed from the container in which it was originally packaged, shall be stored in a clean, covered container, except during necessary periods of preparation or cooling. Foods uncovered during preparation or cooling must be protected from contamination.
   c. Food may not be stored in locker areas (unless food is completely packaged), toilet rooms, dressing rooms, rooms designated for garbage, recycling or composting, in mechanical rooms, under sewer lines or leaking water lines, in open stairwells, under other sources of contamination or in a private home.

2. Storage Upon Receiving
   a. Place foods in the proper storage area quickly to avoid bacterial growth;
      i. 41°F or lower- refrigerator temperatures,
      ii. 0°F or below- freezer temperatures,
      iii. 50°F-70°F at 50-60% humidity- dry storage temperatures.
   b. Place foods into appropriate storage areas immediately upon receipt in the following order;
      i. Refrigerated foods
         1. Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order from top to bottom:
a. Prepared or ready-to-eat foods
b. Fresh fruits and vegetables
c. Fish and seafood items
d. Whole cuts of raw beef
e. Whole cuts of raw pork
f. Ground or processed meats
g. Raw poultry

ii. Frozen Foods
1. Freezer temperatures should keep the products frozen

iii. Dry Foods
c. Store food out of direct sunlight.
d. Use First in First Out (FIFO) rotation of product in all storage areas to assure the oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
e. Make sure items are dated with receiving date and/or use-by date.
f. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after the package is open. Food is never put in chemical containers and chemicals are never placed in food storage containers.

3. Storeroom sanitation
a. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
b. Dispose of items that are beyond the expiration or “use by” dates.
c. Store all items on shelves at 6” above the floor and from the ceiling to facilitate air circulation and proper cleaning.
d. Check for signs of rodents or insects.
e. If there are signs of the presence of rodents or insects, notify the maintenance team.

4. Temperature control
a. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.

**Monitoring:**
Designate a food service employee to maintain logs for all food storage areas to ensure compliance of food safety and storage procedures outlined in this SOP.

**Corrective Action:**
1. Retrain any food service employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard any potentially (time/temperature control for safety food) stored at conditions that render the product unsafe to eat.
4. Record discarded items on the Damaged or Discarded Product Log.

**Verification & Recordkeeping:**
A supervisory or other designated employee will ensure that all employees are following these procedures by visually observing food service staff and by completing the Food Safety Checklist. A supervisory employee will verify that appropriate corrective actions are being taken, by reviewing, initialing and dating the appropriate log. The checklist and logs will be maintained with other records for a minimum of 3 years plus the current year.

**Date Implemented:** 2016/17 School Year

**By:** Kitchen Manager

**Date Reviewed:**

**By:**

**Date Revised:** August 10, 2016

**By:** Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

16- Storing and Using Chemicals

Purpose: To prevent foodborne illness by chemical contamination.

Scope: This procedure applies to all who enter the food service operation and production site, including employees who use chemicals in the kitchen.

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

Instructions:

1. Train all food service employees on proper use and storage of chemicals, including use, storage, testing, and first aid.
2. Designate a location for storing all Material Safety Data Sheets (MSDS). Make sure all employees know where to find them and how to read them.
3. Label and date all chemicals with a legible, common name of the substance. If chemicals are transferred to working containers, label those containers as well. Examples of chemicals found in a kitchen may include the following:
   a. Dish soap
   b. All-purpose cleaners
   c. Metal cleaners and polishes
   d. Oven and Grill Cleaners
   e. Drying Agents
   f. Sanitizers
4. All chemicals shall be stored so they do not contaminate food, equipment, utensils, linens, or single-service, and single-use articles.
5. Only chemicals required for operation and maintenance, such as cleaning and sanitizing of equipment and utensils and the control of insects and rodents, shall be allowed in an establishment.
6. Limit access to chemicals by use of locks, seals, or key cards.
7. Maintain an inventory of chemicals.
8. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the 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. Do not use chemical containers for storing, transporting or dispensing food or water.
11. Chemicals used to wash whole fruits and vegetables shall meet the requirements of Chemicals Used In Washing Or To Assist In The Lye Peeling Of Fruits And Vegetables, 21 CFR section 173.315, (2003).
12. Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.

13. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

14. First aid supplies shall be properly labeled and stored in a way that prevents them from contaminating food and food-contact surfaces, equipment, utensils, linens, single-service and single-use articles.

15. If approved by your governing health agency, use only hand sanitizers that comply with the current Colorado Food Code.

**Monitoring:**
Food service employees and supervisory employees will visually observe that chemicals, medicines, and first aid supplies are being stored, labeled, and used properly during all hours of operation. Ensure all items are used according to the manufacturer label and proper procedures are followed.

**Corrective Action:**
Discarded any food contaminated by chemicals. Label and/or store any unlabeled or misplaced chemicals. Remove chemicals no longer used in food service. Retrain any food service employee found not following proper procedures.

**Verification & Recordkeeping:**
A supervisory employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food Service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. A supervisory employee will verify that correct procedures are followed and logs are maintained correctly by reviewing initialing, and dating the Damaged or Discarded Product Log. Both the checklist and the log will be maintained with other records for a minimum of 3 years plus the current year.

**Date Implemented:** 2016/17 School Year  
By: Kitchen Manager

**Date Reviewed:**  
By: 

**Date Revised:** August 10, 2016  
By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

17- Washing and Handling Fresh Fruits and Vegetables

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

Scope: This procedure applies to all who prepare or serve.

Keywords: Cross-Contamination, Washing, Fruits, Vegetables

Instructions:
1. Train employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedures. Refer to SOP # 2 Washing Hands.
3. Do not touch ready-to-eat foods with bare hands. Refer to SOP # 3 No Bare Hand Contact When Handling Ready-to-Eat Foods.
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment and utensils that will be in contact with procedure, such as cutting boards, knives, and sinks. Refer to SOP # 4 Cleaning and Sanitizing Food Contact Surfaces.
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 21 CFR 173.315. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed upon opening.
   a. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   b. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
   c. Scrub the surface of firm fruits or vegetables such as apples, melons or potatoes using a clean and sanitized brush designated for this purpose.
   d. Remove and damaged or bruised areas.
   e. Label, date, and refrigerate fresh-cut items.
   f. Date mark and serve cut melons and cut tomatoes within 7 days if held at 41°F or below.
   g. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.
Monitoring:
A designated employee will visually monitor that fruits and vegetables are properly being washed, labeled, and date-marked during all hours of operation. In addition, food service employees will check the quality of fruits and vegetables in cold storage on a regular basis.

Corrective Action:
Unwashed produce will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and date-marked. Discard cut melons, cut tomatoes, and raw seed sprouts held after 7 days.

Verification & Recordkeeping:
A designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain all records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By:

Date Revised: August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

18- Thawing Food

Purpose: To prevent or reduce risk of foodborne illness or injury.

Scope: This procedure applies to all who enter the food service operation and production site, including employees who will be preparing and serving food.

Keywords: Cross-Contamination, Time & Temperature Control,

Instructions:
Use one of the four safe methods when thawing frozen foods. Do not refreeze thawed foods.

1. Thaw frozen food in the refrigerator at a temperature at or below 41°F.
   a. Place packages of frozen food in a pan so that juices cannot drip on other foods, change the drip pan when liquid is visible in the pan.
   b. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination.
   c. Separate raw products from cooked and ready-to-eat products.
   d. Allow adequate time for thawing.
2. Thaw frozen food completely submerged under clean, drinkable running water.
   a. The water temperature should be 70°F.
   b. The water should be at sufficient velocity to agitate and float off loose particles
      i. Ensure food does not rise above 41°F
3. Thaw frozen food in a microwave oven only if it will be cooked immediately.
4. Thaw frozen food as part of the cooking process (usually for products such as frozen patties, nuggets, pizza, lasagna, chili, soup, and vegetables).

Do not refreeze thawed foods.

Monitoring:
A designated employee will visually monitor the thawing procedures to assure they are being implemented correctly. Monitor temperature of food during the thawing process to ensure food remains below 41°F.
Corrective Action:
Retrain any foodservice employee found not following the procedures in this SOP.
Discard any food items that have been improperly thawed, record items on the discard log. Record any further corrective actions taken, if necessary.

Verification & Recordkeeping:
A designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain all records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

19- Control Time & Temperature During Preparation

Purpose: To prevent or reduce risk of foodborne illness or injury.

Scope: This procedure applies to all who enter the food service operation and production site and employees who will be preparing and serving.

Keywords: Cross-Contamination, Time & Temperature Control

Instructions:

Train all food service employees on proper procedures used when controlling time and temperature during preparation.

1. Wash hands prior to preparing and handling food. Refer to SOP # 2 Washing Hands.
2. Use a clean, sanitized, and calibrated thermometer to take temperatures during preparation. Refer to SOP # 6 Using Calibrated Food Thermometers.
3. Use clean, sanitized equipment and utensils while preparing food. Refer to SOP # 4 Cleaning and Sanitizing Food Contact Surfaces.
4. Separate raw food from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to SOP # 5 Preventing Cross-Contamination During Storage and Preparation.
5. Pre-chill ingredients for cold foods, such as sandwiches and salads, to 41°F or below before combining with other ingredients.
6. Prepare foods as close to serving times as possible.
7. Prepare food in batch amounts so that potentially hazardous ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
8. Limit the total combined time that food is allowed to be in the temperature danger zone to no more than four hours.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to SOP # 31 Cooling Potentially Hazardous Foods.
Monitoring:
A designated employee will ensure that foods are maintained at safe temperatures and do not exceed exposure to the time and temperature danger zone for more than four hours. Clean, sanitized, calibrated thermometers will be used to monitor temperatures.

Corrective Action:
Discard any product that has been temperature abused to ensure food quality and safety. Provide necessary training if employees or volunteers are not following proper procedures to control time and temperature.

Verification & Recordkeeping:
A designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedures by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature logs and/or production records. The supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain all records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

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HACCP-Based Standard Operating Procedure (SOP)

20- Preparation of Food with Potential to Cause Allergic Reaction

Purpose: To prevent or reduce risk of foodborne illness, injury, or allergic reaction through prevention of cross contamination.

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing and serving food.

Keywords: Allergic Reaction, Preparation, Food Allergen, Cross-Contact

Instructions:
Food Allergens are considered a chemical food safety hazard. If ingested by a person who is allergic to that substance of food it can cause serious and possibly life threatening reactions. The following are common food products or ingredients that have been known to cause allergic reactions: peanuts, tree nuts, peas, fish, shellfish, mushrooms, eggs, milk, wheat, soy, and certain types of fruits, such as strawberries. The following instructions should be followed when working with these foods if there is a student in the building that has a food allergy.

1. Create and implement a food allergy management and prevention plan.
2. Train food service employees on using the procedures in this SOP.
3. Follow State or local health department requirements.
4. Follow policies and procedures of your child nutrition operation and school district, in addition to the school’s procedures for identifying students with food allergies.
5. Follow proper hand washing procedures. Refer to SOP #2 Washing Hands.
6. Check ingredient labels for “ingredients to be avoided” each time a new case of product is received and prior to being opened for use if the food may be served to customers with special dietary needs.
   a. Maintain all labels on file
      i. Keep ingredient labels for a minimum of 24 hours after serving the product.
   b. Ensure appropriate arrangements are made for parents/guardians, school nurse, and others to view labels and recipes as needed.
7. Follow proper food handling procedures. Refer to SOP #5 Preventing Cross-Contaminations During Storage and Preparation and SOP #3 No Bare to Hand Contact when Handling Ready-to-Eat Foods.
8. Ensure standardized recipes are followed and updated as necessary.
9. Ensure special instructions regarding handling and preparation are followed per the individual’s medical statement and meal modifications.
10. Handle and prepare all items that do not contain allergens first.
11. Prepare foods for special diets in a designated area that has been properly clean and sanitized. Refer to SOP # 4 Cleaning and Sanitizing Food Contact Surfaces.
   a. Ensure unwanted contaminants are secured away from the designated area prior to beginning food preparation.
   b. Use clean, single use towels, aprons, utensils, and equipment.
   c. Change gloves before preparing food.
   d. Individually package specially prepared items.
   e. Label & date all items accordingly.
12. Hold special diet foods separate from contaminates prior to serving.
13. Modified food items should be served separate from contaminates, consider individually wrapping special food items.
14. Clean and sanitize cafeteria tables with an abrasive cloth before and after each meal service.
15. Ensure all school staff receives training on food allergies and emergency response by the school or district nurse or other designated staff.
16. It is the responsibility of the student and/or supervisory staff to ensure students with allergies do not take food from the Child Nutrition Program “share table” since they may contain ingredients with an allergen or may have been handled by another student who had contact with an allergen. Students with allergies should not trade, share, or consume food from others, especially items with unknown ingredients.
17. It is encouraged to communicate, promote, and publicize the district/school’s Special Dietary Needs Management & Prevention Plan.

**Monitoring:**
A designated employee will monitor food preparation, storage, and service to ensure cross-contact has not occurred and instructions in this SOP are followed. Train staff to identify signs of an allergic reaction and monitor for such occurrences. Ensure appropriate staff members are trained on administration of an EpiPen in the event of an allergic reaction.

**Corrective Action:**
Report suspected contamination or noncompliance to the lead staff. Discard any food items suspected of contamination. Provide necessary training if employees or
volunteers are not following proper procedures. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

Verification & Recordkeeping:
A designated employee will verify that food service employees are following the proper preparation procedures by visually monitoring food service employees. The supervisory or other designated employee will ensure compliance with the student’s medical statement. Maintain all records for a minimum of 3 years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

21- 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 all who enter the food service operation and production site and employees who are responsible for preparing and serving food.

Keywords: Cross-Contamination, Temperatures, Cooking

Instructions:
1. Train food service employees on the procedures in this SOP.
2. Follow State or local health department requirements
3. Use a clean, sanitized, calibrated probe thermometer to take temperatures during preparation.
4. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
5. Cook products to the following temperatures:
   a. 135°F
      i. Fruit
      ii. Vegetables
      iii. Grains (rice, pasta)
      iv. Legumes (beans, refried beans)
   b. 145°F for 4 minutes (alternate cooking times & temperatures depending on type of roast and oven used)
      i. Roasts of pork, beef, veal, and lamb
   c. 145°F for 15 seconds
      i. Seafood (fish, shellfish, crustaceans)
      ii. Steaks/Chops of pork, beef, veal, and lamb
      iii. Commercially raised game
      iv. Shell eggs that will be served immediately
   d. 160°F for 15 seconds
      i. Ground meat (beef, pork, other meats)
      ii. Injected meat (brined ham, injected roasts)
      iii. Mechanically tenderized meat
      iv. Ground Seafood
v. Shell eggs that will be hot-held for service  
   e. 165° for 15 seconds  
      i. Poultry (whole or ground chicken, turkey, duck)  
      ii. Stuffing made with fish, meat, or poultry  
      iii. Stuffed meat, seafood, poultry, or pasta  
      iv. Dishes that include previously cooked temperature control for safety (TCS) ingredients (raw ingredients should be cooked to their minimum internal temperatures)  
      v. Products cooked in a microwave, allow to stand two minutes prior to serving  
      vi. All leftover food items  

6. Check the temperature in the thickest part of the food, avoiding pockets of fat and near bones.  
7. Take at least two internal temperatures for each batch of food.  
8. Take at least two internal temperatures of each large food items, to ensure all parts of the product reach the required cooking temperature.  
9. Record the final cooking temperatures of each menu items on the appropriate log. Refer to SOP #6 Using Calibrated Thermometers.  

**Monitoring:**  
Record temperatures of food at the end point of cooking. Monitor temperature logs to ensure cooking temperatures meet the minimum standards.  

**Corrective Action:**  
Retrain any food service employee found not in compliance of these procedures. Refer to SOP #32 Reheating Potentially Hazardous Foods if internal temperatures are not met. Discard food if it cannot be determined how long the food temperature was above 41°F or below 135°F.  

**Verification & Recordkeeping:**  
Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.
Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: __________________ By: __________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

22- Holding Hot and Cold Potentially Hazardous Foods

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

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing and serving food.

Keywords: Cross-Contamination, Temperatures, Hot/Cold Holding, Storage

Instructions:
1. Train food service employees who prepare or serve food on proper hot and cold holding procedures for time/temperature control. Include in the training a discussion of the temperature danger zone.
2. Use a clean, sanitized, calibrated probe thermometer to measure the temperature of food. Refer to SOP #6 Using Calibrated Thermometers.
3. Follow the Colorado Retail Food Establishment Rules and Regulations which requires:
   a. Hold potentially hazardous foods hot at 135°F or above.
   b. Hold potentially hazardous foods cold at 41°F or below.
4. Prepare hot-holding equipment to maintain food temperatures above 135°F. Always follow proper preheating procedures before moving it to the holding unit.
5. Take temperatures of holding unit or warmest part of a cold holding unit.
6. For hot foods held for service;
   a. Verify that holding equipment is capable of maintaining food temperatures at or above 135°F.
   b. Reheat foods in accordance to SOP #32 Reheating Potentially Hazardous Food.
   c. All hot potentially hazardous foods must be 135°F before placing the food out for display or service.
   d. Take and record the temperature of hot potentially hazardous foods between holding and service and again at the end of service.
   e. Take and record the temperature of hot potentially hazardous foods between holding and service and again at the end of service.
7. For cold foods held for service
a. Chill food in accordance with the *SOP # 31 Cooling Potentially Hazardous Foods* if the food is not 41°F or below.
b. Verify that the air temperature of any cold holding unit is at 41°F or below at least once a day and record the temperature on the Daily Refrigerator/Freezer Temperature Log or other appropriate log.
c. Take and record the temperature of potentially hazardous cold foods on the appropriate log between holding and service and again at the end of service.

*If utilizing time as a public health control a written procedure must be approved by your local health department. Refer to *SOP #23 Using Time As A Public Health Control.*

**Monitoring:**
Food service employees will monitor and record food temperatures. Monitor temperature logs to ensure foods are held at the appropriate temperatures. Potentially hazardous foods must be held at or below 41°F and at or above 135°F.

**Corrective Action:**
Retrain any food service employee found not in compliance of these procedures.

1. For hot foods
   a. Reheat the food to 165°F for 15 seconds if the temperature is below 135°F and the last temperature measurement was 135°F or higher and taken within the last two hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
   b. Discard the hot food if it cannot be determined how long the food temperature was below 135°F.
2. For cold foods
   a. Rapidly chill the food using an appropriate cooling method if the temperature is above 41°F and the last temperature measurement was 41°F or below and taken within the last two hours.
      i. Separate food into smaller or thinner portions.
      ii. Place food in shallow containers, uncovered in the coldest part of the refrigerator or freezer.
      iii. Use a quick-chill unit like a blast chiller.
      iv. Stir the food in a container placed in an ice bath.
      v. Add ice as an ingredient.
   b. Repair or reset holding equipment before returning the food to the unit, if applicable.
   c. Discard the food if it cannot be determined how long the food temperature was about 41°F.
Verification & Recordkeeping:
Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ______________________ By: ______________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

23- Using Time as a Public Health Control

Purpose: To prevent foodborne illness by ensuring that all foods (time/temperature control for safety food) before cooking or for ready-to-eat potentially hazardous food that is displayed or held for service.

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing and serving food.

Keywords: Cross-Contamination, Temperatures, Hot/Cold Holding, Storage, Time as a Public Health Control

Instructions:
1. Establish written procedure prior to implementation. Maintain in the food establishment and make available to the local health department upon request, specifying methods of compliance of the rules and regulations identified in the Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-501).
2. Ensure compliance with local health department or governing agency prior to implementation of using time as a public health control.
3. Train food service employees on proper procedures to apply when using time alone as a control to limit bacteria growth in potentially hazardous foods.
4. Train food serving employees on how to use a thermometer and refer to SOP #6 Using Calibrated Thermometers.
5. Follow procedures outline in Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-501).
6. If time temperature control is used as the public health control;
   a. For up to a maximum of four hours;
      i. The food shall have an initial temperature of 41°F or less when removed from cold holding temperature control or 135°F or greater when removed from hot holding temperature control.
      ii. The food shall be marked or otherwise identified to indicate the time that is four hours past the point in time when the food is removed from temperature control.
iii. The food shall be cooked and served, served at any temperature if ready-to-eat, or discarded, within four hours from the point in time when the food is removed from temperature control.

iv. Food in unmarked containers or packages, or marked to exceed a four hour limit shall be discarded.

b. For up to a maximum of six hours;
   i. The food shall have an initial temperature of 41°F or less when removed from temperature control and the food temperature may not exceed 70°F within a maximum time period of six hours.
   ii. The food shall be monitored to ensure the warmest portion of the food does not exceed 70°F during the six hour period, unless an ambient air temperature is maintained that ensures the food does not exceed 70°F during the six hour holding period.
   iii. The food shall be marked or otherwise identified to indicate:
       1. The time when the food is removed from 41°F or less
       2. The time that is six hours past the point in time when the food is removed from cold holding temperature control.
   iv. The food shall be:
       1. Discarded if the temperature of the food exceeds 70°F,
       2. Cooked and served, served at any temperature if ready-to-eat, or discarded within a maximum of six hours from the point in time when the food is removed from 40°F or less cold holding temperature control.
   v. Food in unmarked containers or packages, or marked with a time that exceeds the six hours limit shall be discarded.

7. A food establishment that serves a highly susceptible population may not use time as a public health control for raw eggs.

**Monitoring:**
Food service employees will continually monitor that foods are properly logged or marked to identify the time that is four- six hours past the point when the food is removed from temperature control. Food service employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

**Corrective Action:**
Retrain any food service employee found not in compliance of these procedures. Discard unmarked or unidentified food or food that is noted to exceed the four hour limit.
Verification & Recordkeeping:
Foodservice employees will record temperatures of food items and document corrective actions taken on the appropriate log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken and procedures being followed by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed: ____________________  By: ____________________

Date Revised:  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

24- Date Marking Ready-to-Eat, Potentially Hazardous Food

Purpose: To ensure rotation of refrigerated, potentially hazardous, ready-to-eat foods to prevent or reduce foodborne illness.

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing, storing and serving food.

Keywords: Temperatures, Hot/Cold Holding, Storage, Ready-to-Eat, Date Marking, Cross-Contamination

Instructions:

1. Establish a date marking system and train employees accordingly.
2. Follow State or local health department requirements.
3. Mark all highly perishable food with the date received in order to ensure first-in, first out (FIFO) rotation of stock.
4. Date-mark all refrigerated, potentially hazardous, ready-to-eat foods with the use-by date, and additional information if desired if the food will be held for more than 24 hours.
   a. Foods prepared on-site should be labeled when prepared. The day of preparation is day one.
   b. Processed, ready-to-eat, potentially hazardous foods should be labeled when opened not when received, such as ready-to-eat leftovers.
5. When calculating the use-by date for refrigerated, potentially hazardous, and ready-to-eat foods, the day the product is prepared or opened counts as day one.
6. Serve or discard ready-to-eat, potentially hazardous foods within seven days.
7. Indicate with a separate label the date prepared, the date frozen and the date thawed or any refrigerated, ready-to-eat, potentially hazardous foods.
8. Examples of how to indicate when food is prepared or opened include;
   a. Labeling food with a calendar date, such as “cut cantaloupe, 5/26/15, 8:00am”.
   b. Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00am”.
   c. Using color-coded marks or tags, such as cut cantaloupe, with dot, 8:00am means “cut on Monday at 8:00am”.

Page 68
d. Label with the product name, the day and/or date and time it was prepared or opened and the use-by date, such as “Cut cantaloupe, 4/23/15, 8:00am, use by 4/29/15”.

9. Use additional labels for foods that are frozen, examples are;
   a. Label #1: “Chili, 1/7/15, use by 1/13/15.
   b. Label #2: “Frozen 1/8/15” (Label #1 is left on the product).
   c. Label #3 “Thawed 1/22/15 – use by 1/26/15 (Label #1 & #2 are left on).

**Monitoring:**
Food service employees will continually monitor that foods are properly labeled and dated and that foods that exceed the 7-day time period are not being used or stored.

**Corrective Action:**
Retrain any food service employee found not in compliance of these procedures. Discard foods that are not date marked or that exceed the seven day time period.

**Verification & Recordkeeping:**
The supervisory or other designated employee will verify that appropriate corrective actions are being taken and procedures being followed by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

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**Date Reviewed:**  By:

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HACCP-Based Standard Operating Procedure (SOP)

25- Redistribution of Returned Food/Share Tables

Purpose: To provide guidance on food items approved for redistribution in the cafeteria setting while maintaining food safety protocols to prevent the risk of a foodborne illness.

Scope: Procedure applies to child nutrition programs that allow approved foods to be returned to a “share table” and utilized for redistribution.

Keywords: Returned foods, redistribution, share table, cross-contamination, food safety, time and temperature.

Instructions:
Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2) states:

3-418 Re-service
“Once served to a consumer, portions of leftover food shall not be served again except that packaged food, other than potentially hazardous food (time/temperature control for safety food), that is still in an unopened package and is still in sound condition, may be *re-served.*”

*Re-service (redistribution) refers to the transfer of food that is unused and returned by a consumer after being served or sold in the possession of the consumer, to another person, and does not allow for leftovers to be offered again as part of a reimbursable meal, as outlined in section 7 CFR 210.10 (a)(i)(2).

USDA Regulation7 CFR 210.9 (14) and 220.7(8)
Each school food authority (SFA) participating in the NSLP and SBP agrees to “Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with the food safety requirements of 7 CFR 210.13”.

Foods Allowed for Redistribution:
Foods that are packaged and do not need refrigeration can be redistributed as long as the packaging is intact. Whole pieces of fruit that can be washed or that have peels can be redistributed as well. If in doubt, the packaging on a potentially hazardous product...
will almost always indicate if the items need to remain refrigerated at “all times” or “after opening” and thus, not allowed to be redistributed. Containers, baskets, trays, etc. can be used to capture products that are eligible for redistribution. A separate container should be used to separate the items; such as, ‘Whole fruit’ from ‘packaged items’.

**Milk**

FNS Instruction 786-6

“To avoid food waste, served milk that is unopened and retrieved for redistribution . . . is permitted if such practice is not contrary to applicable State and local health codes.”

“Application of this policy is to be limited . . . appropriate measures should be taken to assure that increased consumption is encouraged through proper and appealing service, nutrition education, offer vs. serve and other means.”

Milk must be guaranteed to be redistributed only once and not out of temperature control for more than four hours before it is consumed or discarded.

Redistribution of unopened cartons of milk is permitted if the following criteria are met.

Ensure compliance with your local health department before any procedures are implemented.

1. Milk must be placed in a separate iced/temperature controlled container as the student passes the point of sale.
2. Unopened milk can be
   a. Served to another student as a second milk with their meal.
   b. Stored properly and used for cooking purposes.
   c. Returned to appropriate storage and donated to a recognized charitable organization.
3. Milk must be kept at 41°F or colder and temperature logs must be maintained on unopened containers of milk, temperature logs should be taken every 2 hours or at the end of meal service, if service is less than 2 hours.
4. Returned unopened containers of milk shall not be intermixed with fresh milk in storage.
5. Expiration date of returned milk shall be monitored and product discarded when expiration date is reached.
6. Daily records for use of purchased and recycled milk must be maintained.

**Foods Not Allowed for Redistribution:**

Any unpackaged foods, open items, bakery goods, and potentially hazardous foods cannot be redistributed for human consumption. Thus the product becomes waste.
Share Tables

A ‘share table’ is a common practice for food service operations to effectively manage food waste. Share tables can be useful when allowing students who wish to have more food items with their lunch, such as a whole piece of fruit, unopened crackers or non-potentially hazardous prepackage products.

Share tables must follow safe food handling procedures and follow health regulations.

1. Develop a plan outlining how the SFA will maintain the safety of food served to students. Best practice is to include
   a. Notification to parents informing them of the ability of the ‘share table’.
   b. School board approval-accepting the liability of any food borne illness due to the sharing of food and ensuring that the ‘share table’ does not conflict with policies and procedures pertaining to food allergies.
   c. Keep share table items separated to prevent cross-contamination.
   d. Signage must be posted informing the students of the intent of the share table.
   e. Students are prohibited from donating items brought from home.
   f. Incorporate standard operating procedures into the school’s food safety plan based on Hazard Analysis Critical Control Point (HACCP) which defines temperature/food monitoring, supervision, and discard plan to ensure food is safe if shared amongst students.
   g. It is the responsibility of the student and/or supervisory staff to ensure students with allergies do not take food from the Child Nutrition Program “share table” since they may contain ingredients with an allergen or may have been handled by another student who had contact with an allergen. Students with allergies should not trade, share, or consume food from others, especially items with unknown ingredients.

2. Share table items must be monitored to ensure they are discarded at the end of their safe food expiration.

3. Items may be returned to appropriate storage and served to students on the share table at another meal or given to school personnel to serve to students at school.

4. Foods can be donated to a charitable institution or facility.

Participating schools, institutions and sponsors must maintain records of their daily use of purchased milk and/or other food items which are recycled.
Monitoring:
A supervisor or other designated employee must visually observe to ensure that food from the share table or any returned food approved for redistribution is being handled and redistributed correctly.

Corrective Action:
Retrain any food service employee not in compliance with the procedures for redistribution of returned foods /share tables. Do not redistribute any food items that have been handled improperly. Ensure all food set aside for redistribution meets proper food safety guidelines and has been approved by your local health department.

Verification & Recordkeeping:
Child Nutrition Program personnel in conjunction with your local health department will identify what foods can be safely shared or set aside for redistribution. The supervisor or other designated employee will verify that proper procedures for handling returned food are being followed and potentially hazardous cold food that require time and temperature control for safety are held at 41°F or colder.
Participating schools, institutions and sponsors must maintain records of their daily use of recycled items, temperature logs, food safety documentation, and approval from the designated governing body, such as school board and local health department.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: __________________________ By: __________________________

Date Revised: __August 10, 2016______ By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

26- Transporting Food to Remote Site
(Satellite, Mobile, Alternate Serving Locations)

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

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing, storing, transporting, and serving food at an alternate or remote site.

Keywords: Temperatures, Hot/Cold Holding, Storage, Reheating, Cooling, Transporting Food

Instructions:

1. Train food service employees on the proper procedures used when transporting food to remote sites.
2. Follow State and local health department requirements.
3. Use clean, sanitized, and calibrated thermometers to ensure that proper temperatures are maintained during transportation. Refer to SOP #6 Using and Calibrating Food Thermometers.
4. Keep frozen food frozen during transportation.
5. Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are transported hot at 135°F or above.
6. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
7. Prepare the food carrier before use
   a. Ensure that all surfaces of the food carrier are clean.
   b. Wash, rinse, and sanitize the interior surfaces. Refer to SOP #4 Cleaning and Sanitizing Food Contact Surfaces.
   c. Pre-heat or pre-chill the food carrier according to the manufacturer’s recommendations.
   d. Ensure that the food carrier is designed to maintain cold food temperatures at 41°F and hot food temperatures at 135°F or above.
e. Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coldest part of the carrier is used for transporting hot food.

8. Store food in containers suitable for transportation. Containers should be
   a. Rigid and section so that foods do not mix.
   b. Tightly closed to retain the proper food temperature.
   c. Nonporous to avoid leakage.
   d. Easy to clean or disposable.
   e. Approved to hold food.

9. Place food containers in food carriers and transport the food in clean trucks, to remote sites as quickly as possible.

10. Follow SOP # 13 Receiving Deliveries when food arrives at remote site.

**Monitoring:**
Food service employees will visually observe employees to be sure they are following the procedures in this SOP and will review temperature and transport logs. Food service employees will monitor the air temperature of food carrier as well as internal temperature of food being transported.

**Corrective Action:**
1. Retrain any food service employee found not in compliance of these procedures.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is received at less than 135°F. Refer to SOP #32 Reheating Potentially Hazardous Foods.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of the cold food is received at greater than 41°F. Refer to SOP #31 Cooling Potentially Hazardous Foods to ensure proper procedures are followed to cool foods.
5. Discard foods held in the danger zone for greater than four hours.

**Verification & Recordkeeping:**
Before transporting food to remote sites, the supervisory or other designated employee will record food carrier temperatures, food product name, time, internal temperatures, and any corrective actions taken on the HOT and Cold Holding Temperature Log. Upon receipt of food at remote sites, food service employees will record receiving temperatures and any corrective actions taken. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.
Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ___________________ By: ___________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

27- Field Trip Meals

Purpose: To ensure safe meals for students while traveling for off-site learning.

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Cold Holding

Instructions:
Foodservice supervisor will:
1. Develop and share procedures for ordering meals for field trips.
2. Plan field trip meal menus with food safety in mind; consider non-time and temperature control for safety (TCS) foods.
3. Obtain orders and arrange for appropriate time and location for picking up field trip meals.
4. Obtain suitable portable cold storage units and cooling devices such as ice packs that will keep cold food items at 41°F for up to 4 hours.
5. Review safe handling procedures with those responsible for transporting, holding, and serving meals.
6. Inspect returned portable food transport units and other equipment used for field trip meals.
7. Develop, communicate, and follow procedures for identifying financial responsibility when cold storage units and/or equipment items are not returned or are damaged upon return.

Preparation and service of field trip meals
1. Follow procedures outlines in the SOP #1 Personal Hygiene and Employee Health.
2. Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous foods are held at temperatures between 41°F and 135°F.
3. Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
4. Use gloves or utensils to prevent bare hand contact when handling any ready-to-eat food items.
5. Refer to SOP #26 Transporting Food to Remote Sites and SOP # 22 Holding Hot and Cold Potentially Hazardous Foods.

Teachers, volunteers, and chaperones will:

1. Observe appropriate food handling techniques such as
   a. Keeping cold items in portable food transport units until time of meal service.
   b. Wash hands prior to distributing meals.
   c. Encourage students to wash hands prior to meal service.
   d. Serve meals within 4 hours of picking up meals from food service.
   e. Discard all leftover food items immediately following meal service.

2. Return portable cold storage units with reusable ice packs and other equipment to the school food service after returning from field trip.

**Monitoring:**
A supervisor or other designated employee must visually observe to ensure temperatures of products are monitored throughout the preparation and holding process by inserting a probe thermometer into the center of the food and at various locations in the product. Record the temperatures taken on the appropriate log.

**Corrective Action:**
Retrain any food service employee not in compliance with the procedures. Discard all leftover food items immediately following the meal service.

**Verification & Recordkeeping:**
The supervisory or other designated employee will record temperatures and corrective actions taken on the appropriate temperature log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

**Date Implemented:** 2016/17 School Year  
By: Kitchen Manager

**Date Reviewed:**  
By: 

**Date Revised:** August 10, 2016  
By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

28- Serving Food

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

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing, storing, and serving food.

Keywords: Cross-Contamination, Service

Instructions:
11. Use a clean, sanitized, and calibrated thermometer to check food temperatures. Refer to SOP # 6 Using and Calibrating Food Thermometers.
1. Use good personal hygiene practices and do not report to work if ill. Refer to SOP #1 Personal Hygiene and Employee Health.
2. Wash hands upon entering the kitchen, before putting on disposable gloves, each time the gloves are changes, when changing tasks, and before serving food with utensils. Refer to SOP #2 Washing Hands.
3. Do not handle ready-to-eat foods with bar hands. Refer to SOP # 3 No Bare Hand Contact When Handling Ready-to-Eat Foods.
4. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
5. Use separate utensils for each food item. Cleaning and sanitizing them after each serving task. If using utensils continuously, clean and sanitize them at least once every four hours.
6. Handle plates and trays by the edge or bottom; cups by the handle or bottom, and utensils by the handles.
7. Hold hot potentially hazardous food at or above 135° and cold potentially hazardous food at or below 41°F unless applying time as a public health control procedures for predetermined potentially hazardous foods. Refer to SOP # 22 Holding Hot and Cold Potentially Hazardous Foods and SOP #23 Using Time As a Public Health Control.
8. Store in-use utensils properly.
9. Date mark and cool potentially hazardous foods or discard leftovers. Refer to SOP #24 Date Marking Ready-To-Eat, Potentially Hazardous Foods and SOP #31 Cooling Potentially Hazardous Foods.
Monitoring:
Food service employees will visually observe employees to be sure they are following the procedures in this SOP by preventing contamination during all hours of service.

Corrective Action:
Retrain any food service employee found not following the procedures in this SOP. Replace improperly handled plates, cups, or utensils. Discard ready-to-eat food that has been touched with bare hands. Follow the corrective actions outlined in the SOPs addressed above.

Verification & Recordkeeping:
The supervisory or other designated employee will check the storage and use of utensils during service. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

29- Preventing Cross-Contamination at Food Bars/ Self Service

Purpose: To prevent foodborne illness by ensuring that all items held on food bars and self-serve stations are protected from contamination.

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing and serving food.

Keywords: Contamination, Self-Service, Salad Bars, Food Bars

Instructions:
1. Train all food service employees on using the procedures in this SOP.
2. Follow State and local health department requirements.
3. Follow SOP #1 Personal Hygiene and Employee Health and SOP #2 Washing Hands.
4. Follow manufacturer’s instructions for pre-heating and pre-chilling food bar equipment before use. Ensure food will be held below 41°F or above 135°F when added.
5. Protect food from contamination by serving it in individual, disposable containers or with the use of display cases, counter space or sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar. Ensure that handles do not drop into food containers.
7. Replace existing contains of food with new containers when replenishing the food bar. Do not combine multiple batches of potentially hazardous foods.
8. Store in-use utensils properly (6 CCR 1010-2, 3-409).
   a. Store the utensil in the food with the handle exposed.
   b. Store the utensil in continuously flowing potable water such as in a dipper well.
9. Assist customers who are unable to properly use utensils.
10. Ensure that customers use a clean dish when returning to the food bar.
11. Avoid using spray chemicals to clean food bars when in use.

Monitoring:
1. Monitor and record temperatures of food in accordance with the SOP # 22 Holding Hot and Cold Potentially Hazardous Foods.
2. Continually monitor food containers to ensure that utensils are properly stored.
3. Continually monitor customers’ use of food bars to ensure customers are not
a. Touching food with their bare hands.
b. Coughing, spitting, or sneezing on the food.
c. Placing foreign objects in the food.
d. Using the same plate for subsequent trips.

Corrective Action:
Retrain any food service employee found not in compliance of these procedures. Remove and discard contaminated food. Demonstrate to customers how to properly use utensils. Discard food if it cannot be determined how long the food temperature was above 41°F or below 135°F.

Verification & Recordkeeping:
The food service supervisory will verify that food service employees are assigned to maintain food bars during all hours of operation. Food service employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

30- Breakfast (Service) in the Classroom

Purpose: To prevent foodborne illness caused by contamination.

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Cold Holding

Instructions:
Teachers and other school employees will follow ordering procedures established by food service for breakfast in the classroom. The food service managers will be notified in advance when there are field trips or other events that preclude breakfast in the classroom. Anticipated changes in counts due to illnesses or other situation will also be communicated in a timely manner.

1. Train all involved in the preparation, service, and clean up on the procedures outlined in this SOP.
2. Follow State and local health department regulations.
3. Refer to the SOPs outline in the School Food Authority’s (SFA) Food Safety HACCP Plan.

Foodservice employees will:
1. Observe proper food handling techniques and SOPS as addressed in Food Safety HACCP Plan.
2. Ensure service equipment is cleaned, sanitized and available.
3. Ensure appropriate temperatures are maintained during preparation, delivery, and service.
4. Review safe handling procedures with teachers, other school personnel and volunteers who assist with transport, set up, service, and clean up responsibilities.

Teachers, other school personnel, and volunteers will:
1. Wash hands prior to assembling and distributing food items. Proper hand washing shall be observed at all times.
2. Use gloves of utensils to prevent bare hand contact when handling ready-to-eat food items.
3. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in service.
4. Serve meals as soon as possible after delivery to classrooms or designated serving area.
5. Store food at least 6” off the floor; do not store bags or containers on the floor.
6. Ensure students properly dispose of partially eaten foods and waste in the receptacles in the classroom or designated area.
7. Clean up areas as necessary, using hot soapy water and proper sanitizer.
8. Promptly return carts, leftovers and other items to food service employees as soon as possible. Do not leave items in the classroom or other serving locations.

Foodservice staff receiving returned food items will:
1. Discard any heated product that remains in the transporter and record discarded items.
2. Discard any items that have been open or appear to have been served to students.
3. Follow procedures for taking temperatures of milk and other cold items returned. Record temperatures on appropriate logs. Discard any potentially hazardous cold items if items are not maintained at or below 41°F.
4. Refer to SOP #4 Cleaning and Sanitizing Food Contact Surfaces.

Monitoring:
A supervisor or other designated employee must visually observe proper food safety practices are being implemented and temperatures. Routinely visit classrooms to determine if appropriate food safety measures are followed. Evaluate set up, assembling, service, and clean up procedures. Revise and adapt procedures, conduct further training as necessary.

Corrective Action:
Retrain any food service employee not in compliance with the procedures. Discard all leftover food items immediately following the meal service.

Verification & Recordkeeping:
The supervisory or other designated employee will record temperatures and corrective actions taken on the appropriate temperature log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.
HACCP-Based Standard Operating Procedure (SOP)

31- Cooling Potentially Hazardous Foods

Purpose: To prevent foodborne illness caused by improper cooling procedures.

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing, storing, and serving food.

Keywords: Cross-contamination, Temperatures, Cooling, Holding

Instructions:
1. Train food service employees to follow the proper cooling methods outlined in this SOP.
2. Follow state or local health department requirements.
3. Use clean, sanitized and calibrated thermometers to check temperatures when establishing safe cooling procedures. Refer to SOP #6 Using and Calibrating Food Thermometers.
4. Modify menu, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
5. Prepare and cool food in small batches.
6. Cooked potentially hazardous foods (time/temperature control for safety foods) shall be cooled from 135°F to 41°F, or below, in six hours, provided that the food is cooled from 135°F to 70°F within the first two hours.
   a. Reheat to 165°F or above immediately if food is not chilled to 70°F after two hours.
   b. Discard food if temperature is above 70°F after two hours.
   c. Continue chilling from 70°F to 41°F or below in the remaining four hours.
   d. Reheat to 165°F or above immediately and start the cooling process over if food is not chilled to 41°F or below within six hours.
   e. Discard food if temperature is above 41°F after six hours.
7. Potentially hazardous foods that have been prepared from ingredients at ambient temperature shall be cooled to 41°F or below within four hours.
8. Rapid cooling should be accomplished by using one or more of the following methods:
   a. Place food in shallow pans.
   b. Separate the food into smaller or thinner portions.
c. Using rapid cooling equipment, such as a blast chiller.
d. Stirring the food in a container placed in an ice water bath.
e. Using containers that facilitate heat transfer.
f. Adding ice as an ingredient.
g. Stir the food using a chilling paddle/chill stick designed for cooling foods quickly.
h. Other effective methods that meet the requirements of Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-603).

Monitoring:
A supervisor or other designated employee must visually observe to ensure temperatures of products are monitored every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

Corrective Action:
1. Retrain any food service employee not in compliance with the procedures.
2. Reheat cooked, hot food to 165°F for 15 seconds and start that cooling process again using a different cooling method when the food is
   a. Above 70°F and 2 hours or less into the cooling process.
   b. Above 41°F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is
   a. Above 70°F and more than 2 hours into the cooling process.
   b. Above 41°F and more than 6 hours into the cooling process.
4. Use a different cooling method for prepared ready-to-eat foods when the food is about 41°F and less than 4 hours into the cooling process.
5. Discard prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.

Verification & Recordkeeping:
The supervisory or other designated employee will record temperatures and corrective actions taken on the Cooling Temperature log. Food service employees will record if there are no foods cooled on any working day by indicating “No Food Cooled” on the Cooling Temperature Log. The supervisory employee will verify that food service employees are cooling food properly by visually monitoring the shift and reviewing, initialing, and dating the temperature log each working day. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.
Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

32- Reheating Potentially Hazardous Foods

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

Scope: This procedure applies to all who enter the food service operation and production site and employees who are responsible for preparing, storing, and serving food.

Keywords: Cross-contamination, Temperatures, Reheating, Holding, Hot Holding

Instructions:
1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use clean, sanitized, calibrated thermometers to ensure that safe temperatures have been reached when reheating. Refer to SOP # 6 Using and Calibrating Food Thermometers.
4. Potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated within two hours to a uniform internal temperature of 165°F or higher before being placed in hot food storage holding units which shall maintain product temperature at 135°F or above at all times. Food warmers and other hot holding units shall not be used to reheat potentially hazardous foods unless the equipment is specifically designed for that purpose.
5. Food reheated in a microwave oven shall be heated to a uniform internal temperature of at least 165°F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.
6. Serve reheated foods immediately or transfer to an appropriate hot holding unit.

Monitoring:
A supervisor or other designated employee must visually observe to ensure temperatures of products are monitored throughout the reheating process by inserting a probe thermometer into the center of the food and at various locations in the product. Record the final temperature taken of the product on the appropriate log.
Corrective Action:
1. Retrain any food service employee not in compliance with the procedures.
2. Continue reheating/heating food until the internal temperature reaches 165°F for 15 seconds. If the product fails to reach 165°F within 2 hours, discard the product.

Verification & Recordkeeping:
The supervisory or other designated employee will record temperatures and corrective actions taken on the appropriate temperature log. The supervisory employee will verify that food service employees are reheating food properly by visually monitoring the shift and reviewing, initialing, and dating the temperature log each working day. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

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HACCP-Based Standard Operating Procedure (SOP)

33- Farm to Table Produce Safety

Purpose: To prevent foodborne illness caused by contamination by enhancing the safety of fruits and vegetables grown in school gardens.

Scope: This procedure applies to all who are responsible for growing, preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Cold Holding, Good Agricultural Practices, Good Handling Practices

Instructions:
1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.

Site Selection, Materials, and Water Use
1. Locate gardens away from potential contamination sources and/or on higher ground.
2. Locate the garden near municipal water sources for ease in watering and cleaning.
3. Contact the utility companies or 811, the national Call Before you Dig number, a few days before digging to ensure you avoid gas or electric lines.
4. Test ground soil to determine levels of contaminants such as chemicals, pesticides, and heavy metals (i.e. lead, barium, cadmium), especially if located near high-traffic zones or industrial areas.
5. Test all non-municipal water sources at least annually, for potentially harmful organisms to make sure they meet the standards of the Environmental Protection Agency (EPA).
6. Consider purchasing soil that has been commercially packaged and labeled for growing food crops. Soil purchased from a commercial source ensures traceability and protects from any potential physical contaminants that might be found in the soil.
7. Create reasonable barriers to keep animals (wild and domestic) away from the garden. In high-risk areas, consider fencing with a locked gate to prevent
Unauthorized individuals from gaining access to the area in order to deter both intentional and unintentional contamination.

8. Use non-toxic, non-leaching materials for raised-bed gardens, containers, stakes, or trellises. Pressure treated wood, used tires, single use plastics, old railroad ties, etc. are not safe to use because of potential contamination.

9. Select non-allergenic and non-toxic plants. Check with your local Cooperative Extension office if you need assistance determining plant safety or toxicity.

10. If not using potable, municipal water, maintain water testing records.

11. Use clean, food grade containers to transport water.

12. Do not allow students to drink from the watering hose; the water may be safe, but the hose may harbor parasites.

Chemical and Fertilizer Use

1. Do not use any pesticides or herbicides due to potential health hazards to children.

2. Read and follow the manufacturer’s instructions when using fertilizer.

3. Secure all fertilizers in a safe and locked location when not in use.

4. Allow only adults to handle fertilizers.


6. Maintain information on safe use and potential hazards that is available on product labels or from the manufacturer, for all fertilizers.

7. Label the container with the common name of the fertilizer if transferring fertilizers into a dispensing container. Never use a food container.

8. Dispose of fertilizer and its containers according to the manufacturer’s instructions.

Compost and Manure Use

*Not comprehensive- contact local Cooperative Extension office or composting expert for assistance

1. Avoid the use of raw manure. Composting raw manure for school gardens is not recommended due to increased risk of contamination from pathogens that are not completely destroyed.

2. Consider purchasing traceable, commercially prepared compost that is safe for use in edible gardens if manure-based compost is desired.

3. Consider using worms to form vermicompost.
4. Add only plant products, such as fresh fruit and vegetable culls from food production (apple and pear cores and vegetable trimmings), to a school compost pile. Other plant material, such as grass clippings, leaves, and twigs may be added to fruit and vegetable waste.

5. Do not use animal products, animal waste, or any cafeteria waste that might have animal products in compost. Harmful pathogens might be introduced through animal products in compost material. These products must be properly managed to ensure their destruction.

6. Always wear gloves when handling compost material.

7. Locate the compost pile in a secure location away from potential contamination, such as garbage, water runoff, etc. Restrict access by animals as much as possible.

8. Avoid contact with compost if you have a mold allergy.

Growing and Harvesting Produce

1. Ensure all persons, including staff, students, and volunteers receive basic food and gardening safety training to include hand washing, personal hygiene, cleaning and sanitizing equipment, handling produce, and glove use. Refer to SOPs outlined in your HACCP plan.

2. Do not allow anyone to work in the garden while sick.

3. Ensure harvesters wash hands thoroughly in warm, soapy water for at least 20 seconds and rinse with potable water. Ensure open cuts or wounds are properly covered prior to participating in the harvest. Hand washing must occur away from harvested produce.

4. Harvesters should maintain proper attire; ensure closed-toed shoes are worn.

5. Consider using single-use disposable gloves when harvesting, or handling, fresh produce as an extra precaution.

6. Harvest the garden regularly and remove any rotten, damaged, potentially contaminated (bird droppings, animal nibbles) produce. Unusable produce may be added to the compost pile.

7. Use cleaned and sanitized food grade containers, such as plastic bins or buckets, to hold harvested produce. Do not use garbage bags, garbage cans, and any container that originally held chemicals. These types of containers are made from materials that are not intended for food use.

8. Clean harvesting tools, such as knives, scissors, etc., with soap and potable water immediately before harvesting.

Using School Garden Produce in your School Meals Program

1. Check with State and local health department rules and regulations.
2. The school garden coordinator should work cooperatively with the school nutrition director to plan the use of harvest from the garden. Discuss crops to grow, quantity, estimated harvest time, food safety practices, product quality, delivery, logistics, etc.

3. School garden coordinators should be in compliance with food safety practices.

4. Do not use any produce that has been damaged or noticeably contaminated by animals or insects.

5. Refrigerate garden produce immediately, unless particular item is normal held at room temperature.

6. Store school garden produce separately from other sources of produce to maintain traceability.

**Monitoring:**
A supervisor or other designated employee must visually observe proper food safety practices are being implemented.

**Corrective Action:**
Retrain any food service employee not in compliance with the procedures. Discard any produce with signs of contamination or that does not meet school nutrition program standards.

**Verification & Recordkeeping:**
A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

**Date Implemented:** 2016/17 School Year  By: Kitchen Manager

**Date Reviewed:**  By:

**Date Revised:**  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

34- Fresh Fruit and Vegetable Program

Purpose: To prevent food borne illness by ensuring that all produce is handled safely by following proper food safety measures during the preparation, storage, and service of the Fresh Fruit and Vegetable Program (FFVP).

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Cold Holding

Instructions:
1. Train all parties involved in the FFVP on the procedures outlined in this SOP.
2. Follow State and local health department regulations.
3. Follow the School Food Authority’s (SFA) Food Safety HACCP plan.

The FFVP Lead will:
1. Follow hand washing procedures; wash hands thoroughly before beginning or changing tasks, before putting on or changing gloves, and before distributing fresh produce.
2. Wash, rinse, sanitize, and air-dry all food–contact surfaces, equipment, and utensils that will come into contact with produce, such as cutting boards, knives, and sinks.
3. Thoroughly wash all fruits and vegetables to remove soil and other contaminants before being cut, cooked, served, or offered for human consumption in ready-to-eat form.
4. Wash fresh produce vigorously under cold running water, including items with a peel or rind. Packaged fruits and vegetables labeled as being pre-washed and ready-to-eat are not required to be washed until opened and exposed to air.
5. Ensure proper hot and cold holding procedures for time/temperature control are being followed. Train staff on the time and temperature danger zone.
   a. Hot potentially hazardous foods held at 135°F or above.
   b. Cold potentially hazardous foods held at 41°F or below.
6. Use a clean, sanitized, and calibrated thermometer to measure the temperature of food.
7. Maintain temperature logs for potentially hazardous produce, such as, cut produce for the holding, service, and post service of the FFVP.  
8. Ensure service equipment is cleaned, sanitized and available; including items such as, gloves, napkins, plates, boats, utensils, etc.  
9. Follow proper storage procedures.  
10. Review safe handling procedures with teachers, other school personnel and volunteers who assist with FFVP transport, set up, service, and clean up responsibilities.

Teachers, other school personnel, and volunteers will:  
1. Wash hands prior to assembling and distributing produce. Proper hand washing shall be observed at all times.  
2. Use gloves or utensils to prevent bare hand contact when handling fresh produce.  
3. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in the FFVP.  
4. Serve fresh produce as soon as possible after delivery to classrooms or designated serving area; serve no more than 1 hour after delivery.  
5. Store food at least 6” off the floor. Do not leave bags or containers on the floor.  
6. Ensure students properly dispose of partially eaten foods and waste in the receptacles in the classroom or designated area.  
7. Clean up areas as necessary, using hot soapy water and proper sanitizer.  
8. Promptly return FFVP bags, leftovers, and other items to the FFVP lead as soon as possible. Do not leave items overnight in the classrooms or other serving locations.

Monitoring:  
A designated food service employee will observe that food is being served in a manner that prevents contamination and food borne illness during all hours of service.  
1. Review safe handling procedures listed above with teachers, other school personnel and volunteers involved with FFVP transport, set up, serving and clean up responsibilities.  
2. Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service and clean up procedures.  
3. Monitor records to ensure temperatures are within the correct range.  
4. Follow up with site staff if noncompliance is observed.
Corrective Action:
1. Retrain any food service employees found in noncompliance with the procedures in this SOP.
2. Replace improperly handled food items or produce.
3. Discard ready-to-eat foods that have been touched with bare hands.
4. Immediately discard potentially hazardous foods that are not stored at a temperature below 41°F and it cannot be determined how long the food temperature was 41°F or above.
5. Conduct follow up training as needed.

Verification & Recordkeeping:
The supervisory or other designated employee will record temperatures and corrective actions taken on the appropriate temperature log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

35- Afterschool Snack Program

Purpose: To prevent foodborne illness caused by contamination.

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Cold Holding

Instructions:
Teachers and other school employees will follow procedures for requesting snack items as established by food service for the Afterschool Snack Program. The food service managers will be notified in advance when there are field trips or other events that preclude Afterschool Programming. Anticipated changes in counts due to illnesses or other situation will also be communicated in a timely manner.

1. Train all involved in the preparation, service, and clean up on the procedures outlined in this SOP.
2. Follow State and local health department regulations.
3. Refer to the SOPs outline in the School Food Authority’s (SFA) Food Safety HACCP Plan.

Foodservice employees will:
1. Observe proper food handling techniques as addressed in Food Safety HACCP Plan.
2. Ensure service equipment is cleaned, sanitized and available.
3. Ensure appropriate temperatures are maintained during preparation, delivery, and service.
4. Monitor temperature logs to review recorded temperatures and ensure cold items are maintained at 41°F and hot items are held above 135°F.
5. Review safe handling procedures with teachers, other school personnel and volunteers who assist with transport, set up, service, and clean up responsibilities.
6. Plan snack menus with food safety in mind.

Teachers, other school personnel, and volunteers will:
1. Wash hands prior to assembling and distributing food items. Proper hand washing shall be observed at all times.
2. Use gloves of utensils to prevent bare hand contact when handling ready-to-eat food items.
3. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in service.
4. Serve meals as soon as possible after delivery to designated serving area or ensure proper cold, hot holding procedures are being implemented.
5. Store food at least 6” off the floor; do not store bags or containers on the floor.
6. Ensure students properly dispose of partially eaten foods and waste in the receptacles in the classroom or designated area.
7. Clean up areas as necessary, using hot soapy water and proper sanitizer.
8. Promptly return carts, leftovers and other items to food service employees as soon as possible. Do not leave items in the classroom or other serving locations.

Foodservice staff receiving returned food items will:
1. Discard any heated product that remains in the transporter and record discarded items.
2. Discard any items that have been open or appear to have been served to students.
3. Follow procedures for taking temperatures of milk and other cold items returned. Record temperatures on appropriate logs. Discard any potentially hazardous cold items if items are not maintained at or below 41°F.

**Monitoring:**
A supervisor or other designated employee must visually observe proper food safety practices are being implemented and temperatures. Routinely visit classrooms or service area to determine if appropriate food safety measures are followed. Evaluate set up, assembling, service, and clean up procedures. Revise and adapt procedures, conduct further training as necessary.

**Corrective Action:**
Retrain any food service employee, teacher, volunteer or other school personnel not in compliance with the procedures. Discard all leftover food items immediately following the meal service.

**Verification & Recordkeeping:**
The supervisory or other designated employee will record temperatures and corrective actions taken on the appropriate temperature log. A designated employee will complete
the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By: 

Date Revised:  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

36- Emergency/ Early Release/ Closure

Purpose: To prevent foodborne illness and ensure food safety.

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: Time- Temperature, Emergency,

Instructions:
Follow school agency or building emergency plans which contain specific procedures to ensure safety of students and staff during an emergency. Food service personnel will be knowledgeable about food handling procedures affecting food safety of food items. All food service employees and volunteers will:

1. Follow procedures related to handling food safely during emergencies which include:
   a. Making special arrangements for maintaining food items at proper temperatures.
   b. Following prescribed cooling procedures for heated potential hazardous food that will not be served that day.
   c. Discarding items that were out of temperature control during hot holding or in cold storage and deemed to be unsafe to consume due to time and/or temperature of product.
   d. Discarding product that was contaminated by flood water, sewage, or other source per order of the local or state health official or sanitarian.

2. Maintain confidentiality when security is an issue.

3. Be aware of implications when the following issues arise:
   a. Menu changes.
   b. Staff notification systems for conveying information.
   c. Food transported to satellite units that will not be served due to an emergency or early school closure.
   d. Food disposal procedures for food items.
      i. When food is wholesome but service is not occurring.
      ii. When food is no longer wholesome because of improper holding temperatures or compromised by exposure to fire, smoke, chemicals, fumes, sewage, water, or contaminants.
The food service director and/or person in charge will:

1. Review established standard operating procedures that address food safety concerns during emergencies including cooling procedures and documenting disposal of discarded product.
2. Educate and review procedures with staff on a regular basis, at least once a year.
3. Contact the local health department and/or state health department to obtain instructions when there are emergencies which require special attention such as fire, sewer/septic tank back up, pipe bursts, and flooding.
4. Provide specific directions regarding safe food handling that are not contained within existing standard operating procedures for all emergency situations.

Unavailability of Water

5-105 Emergency Alternate Water Supply

1. Establishments intending to operate when there is a temporary interruption of water or an upset in the supply of treated drinking water, with approval by the Department prior to implementation, the establishment may continue operation if the temporary water supply meets the requirements of sections 5-101, 5-102, 5-103, 5-104, 5-105 (See 6 CCR 1010-2) and drinking water is made available through:
   a. A supply of commercially bottled drinking water.
   b. One or more closed portable water containers.
   c. An enclosed vehicular drinking water tank.
   d. An on-premises drinking water storage tank.
   e. Piping, tubing, or hoses connected to an adjacent approved source.

Loss of Water/ Hot Water

1. Report loss of water/hot water to building management and supervisor.
2. In the event water is available, heat water as necessary for the appropriate needs.
3. If water outage is to last beyond two hours, contact the local health department to determine plan of action.
4. If the water outage will not extend beyond two hours, establish a temporary hand washing station, determine an alternate serving menu/plan, and contact your local health department to establish appropriate plan of action.

Monitoring:

A supervisor or other designated employee must visually observe proper food safety practices are being implemented and temperatures are being monitored. Inform the
local health department if an emergency affecting food safety occurs. Discard products in an appropriate manner, when necessary. Revise and adapt procedures and conduct further training as necessary.

Corrective Action:
Retrain any food service employee, teacher, volunteer or other school personnel not in compliance with the procedures. Discard all food items that have been compromised and document on the appropriate log. Contact local health department for assistance as needed.

Verification & Recordkeeping:
The supervisory or other designated employee will record temperatures and corrective actions taken. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager
Date Reviewed: By:
Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure (SOP)

37- Food Safety and HACCP Training

Purpose: To prevent a food borne illness all school food service employees will complete initial training in food safety, including food allergy awareness, and Hazard Analysis Critical Control Points (HACCP) programs. Training will be ongoing to ensure employees are aware of food safety and are following the HACCP program.

Scope: This procedure applies to all who are responsible for preparing, storing, and serving food, to include, food service, teachers, parents, volunteers, etc.

Keywords: HACCP, Food Safety, Training, Food Borne Illness

Instructions:
The school food service director or unit supervisor will:
1. Complete at least 8 hours of food safety training, every five years.
2. Include basic food safety training as part of new employee orientation.
3. Provide staff with at least bi-annual training on food safety, including allergy awareness and HACCP procedures.
4. Encourage food service manager to complete a food safety certification course.
5. Utilize resources such as Extension specialist, vendors, health departments, or qualified trainers to provide food safety and HACCP training.
6. Utilize the SOPs outlined in this Food Safety HACCP Plan.
7. Document food safety training for each food service employee. Maintain documentation on the Food Safety Training log or equivalent.

Monitoring:
A supervisor or other designated employee must visually observe staff to ensure they demonstrate proper food safety practices and knowledge. Evaluate critical control points such as: receiving, storing, thawing, preparing, holding, cooling, reheating, and serving. Check all records to ensure completion and accuracy.

Corrective Action:
Log employees who are not in compliance with the food safety training requirements or who fail to demonstrate knowledge and understanding of food safety requirements. Retrain any food service employee not in compliance with food safety procedures.
Verification & Recordkeeping:
The supervisory or other designated employee will record all food safety training sessions, attendance, and training topics. Maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ____________________________ By: ______________________________

Date Revised: __August 10, 2016________________ By: Kim Butler
HACCP- Based Standard Operating Procedure - DPS

38- Handling a Food Recall

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

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

INSTRUCTIONS:
Employees involved in the production or service of food must follow the procedures outlined in the “Handling a Food Recall” when appropriate.

The Food Defense Planning Team of Enterprise Management has put together a documented recall process in order to ensure that everyone knows what steps to follow in the event of a product recall or voluntary market withdrawal from a manufacturer, vendor, USDA, or due to a quality or product defect discovered in our kitchens. It is extremely important that all steps of this process are followed and that all due dates are met by all parties involved. Failure to follow the process in its entirety, and failure to meet the documented due dates, can result in possible negative liability and financial impacts for the Enterprise Management Division and our kitchens.

Please read and follow the procedures outlined below when you are notified of a possible recall.

DPS Buyer

• When notified of a possible recall or withdrawal by the vendor/manufacturer, the DPS buyer will get all pertinent information relating to recall including:
  o Manufacturer code number
  o lot number
  o receiving date range of product affected
  o how much product may be in the warehouse and at the schools

• Once above information has been collected, DPS buyer will set up an emergency meeting with members of the Recall Team and the Enterprise Management Executive Director to communicate the recall procedures and draft a communication notification.
• After communication notification has been drafted by the Recall Team and signed off by the Executive Director, the Buyer will send a copy of the communication to the following-
  o Email to Area Supervisors, Warehouse Leadership team
  o Notification will be posted on FANS
  o Mass email will be sent out to all Kitchen Managers with ‘read receipt requested’ that will be tracked by the Buyer

• Executive Director, at her discretion and depending upon the severity of the recall, may also opt to-
  o notify the DPS Communication Office
  o draft a communication notification to be posted for public knowledge

Kitchen Manager
• The Kitchen Manager must complete the following within 24 hours of recall notification-
  o an immediate inventory is to be taken of all product(s) involved
  o the Recall Inventory Form located on FANS must be filled out electronically
  o When all information on the Recall Inventory Form has been filled out, the kitchen manager is to click submit and the form will be electronically submitted to the Buyer and the warehouse.
  o The kitchen manager MUST submit a Recall Inventory Form even if there is no affected product in the kitchen.

All DPS Food and Nutrition Services Staff
• Until final disposition of product is determined, Kitchen Managers and warehouse personnel are to segregate and stage all affected product away from all other food to avoid possibility of contamination.
• If the determination is made that there is no need to recall, dispose of, or return the affected product(s), the DPS buyer will communicate that the product has been released and can be used via the following-
  o Email to Area Supervisors, Warehouse Leadership
  o Notification will be posted on FANS

Page 107
• Mass email will be sent out to all Kitchen Managers
  • If final disposition requires that the affected product be disposed of on-site, the following must occur within 24 hours -
    o The product is to be taken out of the bag/can and thrown in the dumpster.
    o Kitchen manager will fill out a Destroyed Food Form and send the completed form to the DPS Buyer.
    o When DPS Buyer has received all Destroyed Food Forms, she will compile all necessary information needed for reimbursement and process the reimbursement request.
• If final disposition requires that the affected product is to be picked up and returned to the warehouse -
  o The warehouse pick-up must occur within 72 hours of notification.
  o The driver will be given a copy of the Recall Inventory Form that was completed by the kitchen as notification that a pick-up is needed.
  o The driver and the kitchen manager will sign off on the driver’s copy of the Recall Inventory Form when pick-up is made and the form will be turned in to the Buyer.
  o Product that is returned to the warehouse will be placed with other already segregated product until further disposal instructions are received.
• If product is to be disposed of after it has been returned to the warehouse, warehouse personnel will follow instructions that are given for validation of disposal.
• If product is to be returned to the vendor after it has been returned to the warehouse -
  o Buyer will contact vendor with quantity to be returned and give vendor needed contact information in the warehouse to set up a pick-up appointment.
  o Vendor will make a pick-up appointment with the warehouse
  o When vendor arrives and all affected product is loaded, warehouse personnel will get proof of pick-up documentation from driver.
Pick-up documentation will be turned in to DPS Buyer so reimbursement request can be processed.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler

Adapted from: National Food Service Management Institute. (2002). Responding to a Food Recall. University, MS: Author.
HACCP-Based Standard Operating Procedure - DPS

39- Washing Fresh Fruits and Vegetables

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

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

Instructions:
Employee involved in the production or service of food must follow the procedures as outlined in “Washing Fresh Fruits and Vegetables.”

Kitchen Manager:
1. Ensure that all raw fruits and raw vegetables, including those that will be cut, combined with other ingredients, or otherwise processed into food products shall be vigorously rinsed under cold running potable water (do not soak produce). Gloves do not need to be worn during this process.
2. Ensure that gloves are donned when handling produce which will not be cooked after washing raw fruits and raw vegetables – during processing.
3. Ensure that when washing produce, DPS employees use an indirectly drained food preparation sink with an approved eighteen inch self-draining drain board.
   In kitchens where vegetable preparation is limited to a few items and in limited quantity, the empty three-compartment sink may be used for food preparation if the sink is indirectly drained and the empty sink and drain board are cleaned and sanitized between changes in use.
4. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
5. Train food service employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.

Employees and Kitchen Manager will:
1. Wash hands using the proper procedure.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
3. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, in an approved sink as described in number 3 in the above instructions including:
   a. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
b. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
4. Rinse fresh produce vigorously under cold running water (do not soak produce).
5. Scrub the surface of firm fruits or vegetables such as melons or potatoes using a clean and sanitized brush designated for this purpose. Gloves do not need to be worn during this process.
6. Stickers must be removed before rinsing produce unless the produce item is being served whole as part of the Fresh Fruit and Vegetable Program/Breakfast in the Classroom or if the item is served whole and the peel is not edible (i.e. oranges, bananas, etc.).
7. After washing the produce and during processing, gloves must be worn.
8. After produce is cleaned it must be placed in a clean and sanitized food grade reusable container; if the produce is returned to the original box, it must be re-cleaned and then placed in a clean and sanitized food grade reusable container.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut fruits and vegetables.
11. Serve cut melons within 3 days if held at 41 °F or below (see SOP for Date Marking Ready-to-Eat, Potentially Hazardous Food).
12. Do not serve raw seed sprouts to persons highly susceptible to foodborne illness such as preschool-age children.
13. School garden and school farm produce should be washed using the procedure outlined above and these vegetables must be placed in a separate clean and sanitized storage container (kitchen staff can use any of their existing food grade storage containers) that is labeled “School Garden Vegetables” and the date of harvest. The school garden/ school farm vegetables must be stored in the cooler/refrigerator for one day to reduce their temperature to 41 degrees or below.

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

Corrective Action:
Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Fruits and vegetables placed in the original box must be re-cleaned and placed in a clean and sanitized food grade reusable container. Produce that shows any signs of decay (mold, etc) must be discarded immediately. Unlabeled fresh
cut items will be labeled and dated. Discard cut melons or washed/ cut fruits and vegetables held after 3 days. Retrain any foodservice employee found not following the procedures in the SOP.

**Verification and Record Keeping:**
A supervisory employee or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist for a minimum of 3 years.

**Date Implemented:** 2016/17 School Year
**By:** Kitchen Manager

**Date Reviewed:**
**By:**

**Date Revised:** August 10, 2016
**By:** Kim Butler
**HACCP-Based Standard Operating Procedure - DPS**

40- Controlling Time and Temperature During Preparation

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

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

**INSTRUCTIONS:**

Employees involved in the production or service of food must follow the “Controlling Time and Temperature During Preparation” Standard Operating procedure.

The Kitchen Manager will:
1. Train food service employees on the proper procedures used when controlling time and temperature during preparation.

Employees and Kitchen Manager will:
1. Use a clean, sanitized, and calibrated probe thermometer to take temperatures during preparation. Refer to the Using and Calibrating Food Thermometers SOP.
2. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
3. Use clean and sanitized equipment and utensils while preparing food.
4. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
5. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
6. Prepare foods as close to serving times as the menu will allow.
7. Prepare food in batch amounts to limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
8. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

**MONITORING:**

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

**CORRECTIVE ACTIONS:**
1. Retrain any food service employee found not following the procedures in this SOP.
2. Begin the cooling process immediately after preparation is complete for any foods that will be cooked and cooled (i.e. will not be served hot.)

3. Rapidly cool ready-to-eat foods or foods that will have additional cooking at a later time.

4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.

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

VERIFICATION AND RECORD KEEPING:
The supervisory or other designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s) or production log. The supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist and temperature log(s) for a minimum of 3 years.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: By:

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

41- Breaks and Meals

Purpose: To identify the appropriate area/procedures for taking breaks.

Scope: This procedure applies to food service employees who handle, prepare, and serve food.

Instructions:
Foodservice employees will take breaks and eat meals in a specified area(s) away from production and service.

All employees in school foodservice must:

1. Take breaks and meals in a designated area away from production and service.
2. Follow Employee Meal Policy (below)
3. Wash hands before returning to any foodservice area.

The Kitchen Manager will:
1. Inform all foodservice staff of locations of breaks and meals designated areas.
2. Ensure that all employees have one 30 minute uninterrupted break and provide 10 minute breaks per 4 hours worked.
3. Establish length of breaks and meals.
4. Observe all employees daily to ensure that they are following procedures.
5. Follow-up as necessary

Employee Meal Policy

- If an employee is on duty during breakfast and or lunch, he or she is entitled to one breakfast and or lunch at no charge, consisting of the same components in a student or adult breakfast and or lunch portion size.
- No special items, except coffee, can be made for employee meals. Items must be selected from the same meal components offered to students or adults.
- All a la carte items must be purchased by the employee for the same price paid by the student.
- All food items must be eaten at work. No food is to be taken out of the kitchen.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ___________________________ By: ___________________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure – DPS

42- Employees Eating and Drinking in the Workplace

**Purpose:** Identify areas in the facility that employees may eat or drink.

**Scope:** This procedure applies to food service employees who handle, prepare, and serve food.

**Instructions:**
Foodservice employees will eat and drink in designated areas outside of the kitchen.

The Kitchen Manager will:
1. Observe employees to make sure that they are eating and drinking only in designated areas.
2. Follow up as necessary.

Employees and the Kitchen Manager will:
Eat and drink in designated areas only, never in the work area. Eating (with the exception of cooks tasting foods to ensure quality) is NOT allowed in the production and service areas.
1. Chew gum or eat candy only in the area designated for employees to eat.
2. Smoking only in designated DPS areas.

**Date Implemented:** 2016/17 School Year By: Kitchen Manager

**Date Reviewed:** By:

**Date Revised:** August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

43- Glove and Utensil Use

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

**Scope:** Gloves or utensils will be used for handling all ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

**Instructions:**

The Kitchen Manager will:
1. Purchase powder-free, non-latex gloves in appropriate sizes.
2. Purchase appropriate utensils.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow up as necessary.

Employees and Kitchen Manager will:
1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
   - beginning each new task.
   - they become soiled or torn.
   - they are in continual use for four hours.
   - finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Wear gloves during serving time along and use proper serving utensils, spatulas, or tongs. (do not use gloved hand directly to serve food)
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.

**Date Implemented:** 2016/17 School Year  
**By:** Kitchen Manager

**Date Reviewed:**  
**By:**

**Date Revised:** August 10, 2016  
**By:** Kim Butler
HACCP-Based Standard Operating Procedure - DPS

44–  Record Keeping and Documentation

Purpose: To ensure records are maintained that document how food is handled during its flow through the foodservice department.

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

Instructions:
Employees involved in the production or service of food must record information needed to document food handling using the following procedures:

1. Follow all standard operating procedures, which include record keeping and documentation.
2. Identify when procedures should be modified due to food safety concerns that have been noted.

The Kitchen Manager will:

1. Keep a current copy of the HACCP plan accessible for use in the operation.
2. Maintain a file of support documentation, such as employee training records.
3. Maintain a file of records during the operation of the plan:
   a. List of employee, their job title, and a job description for their title
   b. Standardized recipes (computer)
   c. Summary of hazard analysis and control measures
   d. Food process flow diagrams
   e. Steps that are Critical Control Points (CCPs)
   f. Critical limits at CCPs
   g. Monitoring procedure.
   h. Corrective actions
   i. Verification procedures and schedule
   j. Record keeping procedures, including frequency schedule of documentation
   k. Calibration logs
   l. Temperature logs
   m. Monitoring logs
4. Place records where they are accessible to employees who need to use them.
5. Designate employees to complete the records.

Monitoring:

1. The Kitchen Manager will monitor daily that all documents are being completed. The Area Manager will review documentation at each site visit to ensure it is being completed.
45 - Record Keeping and Documentation, continued (SOP)

Corrective Action:
   1. Retrain any food service employee found not following the procedures in this SOP.

Verification and Record Keeping:
   1. Food Service employees/managers will record information on appropriate logs according to record keeping/documentation schedule. Managers will verify that all documents are being complete correctly and on schedule by visually monitoring during the shift and reviewing and initialing at the end of each month. Maintain all logs for a minimum of 3 plus current year.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ___________________________ By: ___________________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

45- Facility and Equipment Maintenance

Purpose: The facility and equipment will be maintained to ensure the safety of the food served to children.

Instructions:

The Kitchen Manager will:

1. Assure all equipment in the school foodservice is well maintained.
2. Review temperature logs to ensure that they are being done and to determine problem areas.
3. Follow up on any equipment issues or needs

Employees and Kitchen Manager will:

1. Ensure that all handwashing sink areas are supplied with liquid soap and disposable towels and remain unobstructed at all times.
2. Maintain toilet facilities so that they function properly and are clean and that toilet paper and disposable towels are stored on “the roll”.
3. Take temperatures of water to ensure that hot (90°F) and cold (70°F) running water is available at all sinks.
4. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids and communicate with Facility Manager if lids are left open.
5. Take and record temperatures twice daily (first thing in the am and before leaving for the day) of all cooling equipment and heating equipment to ensure proper calibration of thermometers and proper equipment operation.
6. Call in work orders in to the DPS central office on all maintenance repairs.
7. Maintain all facility and equipment documentation “outside service logs” with HACCP records.

The DPS central office will:

1. Contract with an equipment repair company or work with the school district’s maintenance department to have preventive maintenance done for all equipment, including calibration.
2. Log all scheduled preventative maintenance.
3. Log all maintenance repairs that are called into the central office.
Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed: ___________________ By: ___________________

Date Revised: August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

46 - Denver Public School’s Garden to Cafeteria Program: School Gardens

Denver Public School’s (DPS) Food and Nutrition Services Department strives to “provide healthy food and nutrition education so all students will have the opportunity for success” in the classroom, in their daily lives and to set the foundation for healthy lifestyles as they grow and mature. For over a decade, Slow Food Denver (SFD), Denver Urban Gardens (DUG) and Learning Landscapes (LL) have been collaborating on the grounds of DPS to establish school/community gardens and associated education programs. This Denver School Garden Coalition has manifested itself at dozens of DPS elementary schools, and seeks to serve the unique set of needs and circumstances within each school community, with the primary focus on student education and enrichment.

The Garden to Cafeteria (GTC) program is an opportunity for DPS students to grow fresh fruits and vegetables in their school gardens with the aim of supplying some of their harvest to the school cafeterias to be used at lunch service. Beginning in 2010 with 14 school gardens participating, the program is now expanding to involve more schools as well as use produce from community gardens that are located on school grounds.

The following protocols have been put in place to assure the food safety of the vegetables harvested from the school gardens by students. Items in *italics* in the following paragraphs are safety protocols that have been adapted from Federal and State guidelines for Good Agricultural Practices (GAP) and Good Handling Practices (GHP):

1. US Food and Drug Administration-
   [http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/ProduceandPlanProducts/ucm064574.htm#iii](http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/ProduceandPlanProducts/ucm064574.htm#iii)
2. Colorado Department of Agriculture-
3. United States Department of Agriculture-

The following protocols are divided into several major headings:

1. How to sign-up a school garden to participate in the GTC Program
2. Produce items that are eligible for the GTC program
3. Preparation by a GTC Leader for a harvest with students
4. How to harvest produce with students from a school garden
5. How to clean the produce and store it in the school kitchen
6. How to compost the produce scraps from the harvest
7. Guidelines for DUG community gardeners to participate in the GTC program

How to sign-up a school garden to participate in the Garden To Cafeteria (GTC) Program:

Please note, there are several procedures necessary in order to sign-up your school garden to participate in the GTC Program.

1. Visit the DPS Food and Nutrition Services website (http://enterprisemanagement.dpsk12.org/food-services/garden/) and download the “Denver Public Schools Garden to Cafeteria Registration” form. Fill out the required contact information and return the form to Anne_Wilson@dpsk12.org. Register as soon as possible to start the process. Registration will end by Sept. 10, 2016 or as approved by the Farm to School Coordinator.

2. Your registration information will go to DPS Food and Nutrition Services, SFD, and DUG, who provide training. DPS Food and Nutrition Services will contact GTC Leaders about the upcoming schedule of trainings. DPS Food and Nutrition Services will also verify the school’s participation in GTC with the principal.

3. A representative of your school garden, preferably the school GTC Leader or the individual who will be harvesting with students, must attend one training to learn about the protocols for harvesting with students. There will be several training sessions in August (schedule to be determined).

4. Per DPS policy, any GTC Leader participating in the GTC program must have filled out the necessary DPS Volunteer paperwork, including a background check form.

5. DPS Food and Nutrition Services will supply the name and contact information of the Kitchen Manager and the Area Supervisor at your school. The school GTC Leader needs to make introductions and discuss the GTC Program with the Kitchen Manager and the Area Supervisor.

6. The school GTC Leader obtains from SFD/ DUG the necessary gear for the program at the GTC training. The gear includes harvest baskets and a recording form. These materials are on loan from SFD for the harvest season.

7. The school GTC Leader recruits a group of students for the GTC Program. The students can be from one class, from a school club or some other group representing the school community. The GTC Leader should talk to the students’ teacher(s) to get permission to take the students to the garden on harvest day.

8. School gardens participating in the Garden to Cafeteria program should have the DPS required soil testing done on the garden site.
Produce items that are eligible for the GTC Program:

1. Produce items that are eligible for the GTC program include any fruit or vegetable that can be used as a raw item on a salad bar. Produce items that have proved successful in the program include:
   a. Vegetables - tomatoes, cucumbers, lettuce, spinach, radishes, summer squash, bell peppers, jalapenos, celery, carrots, broccoli, cabbage, cauliflower, basil, onions
   b. Fruits - melons, berries, apples, plums, peaches
2. Produce items that the school kitchens are not ready to use tend to be the vegetables that require some cooking to be served. Non-qualifying produce items include eggplant, asparagus, and tomatillos.
3. All produce must be grown on schools grounds, either in the school or community garden.
4. Only potable water will be used to grow and rinse the garden produce used in the school kitchens.
5. No pesticides will be used to grow the garden produce used in the school kitchens.
6. No pets are allowed in the garden. Please discourage any animal from visiting your garden. If animals (wild or domestic) are present in or near the garden, including chickens, contact DPS Food and Nutrition Services for further instructions (Anne Wilson, phone: 720-423-5608, e-mail: Anne_Wilson@dpsk12.org). If chickens are present near the garden, you may not be permitted to participate in the Garden to Cafeteria program.

It is ideal for the GTC Leader and Kitchen Manager to work together in the spring to plan what to grow for the GTC harvest.

Equipment list for harvest days:

1. Harvest basket - must be made of hard plastic that is easily cleanable, with smooth surfaces and not porous. Items that are acceptable are food-grade Lexan containers, plastic bus tubs, and plastic shopping baskets; all must have smooth surfaces that are easily cleanable. Wicker baskets, cloth, plastic or burlap bags are not acceptable.
2. Scale - most DPS kitchens have a 20 lb scale. Please work with the Kitchen Manager to use the scale on Harvest Days.
3. Recording Sheet - this can be downloaded from the GTC website (http://foodservices.dpsk12.org/menus.html, TBD). The Recording sheet can be kept with the Kitchen Manager or the GTC Leader.

Preparation for a harvest with students

The GTC Program will start the last week in August 2015. Each school can participate as often as they wish. The GTC Leader should share the harvest schedule with the Kitchen Manager so there are
no surprises. The GTC Leader should also set up a schedule with the student group and their teacher(s), and participating community gardeners, so as not to have a large impact on the academics of the day.

On the day of a harvest, the GTC Leader follows these steps to prepare for the harvest:

1. GTC Leader or volunteer checks in with the Kitchen Manager.
2. GTC Leader gets the harvest baskets, scale and Record Sheet from the kitchen. (Equipment for the harvest is kept in the school kitchen between harvests.)
3. If available, the harvest baskets are run through a dishwasher in the kitchen by the kitchen staff. If no dishwasher is available, then ask the kitchen staff to wash the baskets in the kitchen three-compartment sink.
4. If there is a garden sink, the GTC Leader will pick up a wash bucket, a sanitizer bucket (tested at 200ppm), and clean cloths from the kitchen staff with which to wash, rinse then sanitize the garden sink.
5. The GTC Leader surveys the school garden for fruits and vegetables to pick.
6. If there is a garden sink, the GTC Leader washes with the soap water bucket, rinses with a clean damp cloth, and then sanitizes the sink with the provided sanitizer bucket.
7. The GTC Leader turns on the potable water to the garden sink or to the hose. The GTC Leader prepares the Record Sheet for the harvest.

How to harvest with students from a school garden

Once the GTC Leader is prepared for the day’s harvest, he/she follows these steps with the students:

1. GTC Leader or other volunteer gets a small group of students from the school. Be sure to verify that none of the students are showing any signs of illness or have missed school in the past two weeks because of an illness. If a student was absent for an illness at any time in the previous two weeks, he/she can’t participate in the harvest.
2. Students and the GTC Leader wash their hands with soap and water in the classroom sink or bathroom.
3. GTC Leader takes students out to the garden.
4. GTC Leader shows the students what fruits and vegetables are ready to pick.
5. The harvest baskets are passed out and the students start to pick.
6. The vegetables are washed in the harvest baskets, under potable running water in the washed, rinsed, and sanitized garden sink or under a hose. The purpose of this first wash is to remove the large visible signs of dirt.
7. Once all vegetables are washed, the produce is weighed on the scale.
8. A student records the following information on the Record Sheet:
   a. Weight of the vegetables
   b. Names of GTC Leader and students involved in the harvest
   c. Date and time of harvest
9. Students and GTC Leader take produce to the Kitchen Manager. The Kitchen Manager signs the Record Sheet to acknowledge the receipt of the vegetables.
10. GTC Leaders rinse any soil from the baskets with the garden hose or in the garden sink. Then the baskets are returned to the school kitchen and run through the dishwasher or three-compartment sink. The Kitchen Manager stores the baskets in a clean, dry place inside the school while not in use.

Hydroponic Considerations

Hydroponic operations should be following the same standards as in the DPS Garden Manual. All Garden to Cafeteria protocols still apply to hydroponic (indoor) growing systems, including kitchen cleaning guidelines and harvesting practices. However, there are additional considerations for hydroponic operations that do not apply to outdoor growing that must be addressed. For hydroponic (indoor) growing systems please follow the guidelines below and fill in the blanks to indicate how you will handle the following (this information is subject to review by the district or outside experts upon request):

1. Potable water will be used as the medium.
2. All nutrients/amendments added to the growing medium shall be approved for growing edible vegetables (OMRI approval is preferred but not required) and Material Safety Data Sheets (MSDS) will be kept on file for each amendment used. Commercial nutrient solutions approved for use with vegetable growing in hydroponic operations are acceptable but still must be shared with Anne Wilson before use. Nutrients/amendments will be applied by a trained adult following instructions provided. The following nutrients/amendments will be used:__________________________________

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Information about the nutrients/amendments or any other treatments applied to the plants must be kept on file.
3. Pesticides will not be permitted in hydroponic grow operations, though insecticidal soaps are allowed. MSDS for the soap, also with dates applied, must be kept on file.
4. After all plants are harvested for the growing cycle, all hydroponic growing surfaces, including the water reservoir, tubes and other components of the water delivery system, etc., will be washed with soap and warm water, rinsed with warm water, immersed/exposed to sanitizer for 2 minutes, air-dried and the water in the reservoir will be changed at this time. Approved sanitizers include quaternary ammonia (200-400ppm at 75°F), a bleach solution (100-200ppm at 55-75°F), and Sanidate (test using periacetic acid test strips). Describe the sanitizer that will be used and how it will be tested:

_______________________________________________________________. All cleaners and sanitizers used must be documented on a log (see attached for what must be included). Attached is a sanitizer reference for organic production from Colorado State University Extension.
5. Before and after harvesting, harvest tools (if applicable) will be washed, rinsed and sanitized in a clean sink or series of 3 containers/tubs and this will be documented on the log. Harvest tools will be stored in a clean, dry area between harvests.

6. Access to the growing areas will be restricted to students who have not been ill in the previous 2 weeks and to those who have washed hands. To minimize hygiene issues from unsupervised use or eating or drinking near the growing areas, access to hydroponic areas will be restricted, as follows: ____________________________ Crowd barriers that can be used around the growing areas include: a crowd gate, produce crates or a picket fence for a more eye-appealing barrier; all should be used in combination with signage.

**Steps for handling the garden vegetables in the cafeteria**

When the Kitchen Manager receives the garden vegetables, he/she needs to wash them and refrigerate the vegetables to below 41°F prior to serving:

1. Kitchen Manager or foodservice worker should rinse the produce under cold running tap water in a clean and sanitized colander and prep sink. Thick skinned produce (such as potatoes and carrots) should be scrubbed with a brush to remove all visible dirt. If a kitchen does not have a vegetable prep sink, the manager will contact their supervisor for instructions on the appropriate air gap sink to use.

2. The vegetables are removed from the sink, rinsed again and drained in a colander.

3. The vegetables are placed in a separate clean and sanitized storage container (kitchen staff can use any of their existing food grade storage containers) that is labeled “School Garden Produce” and the date of harvest.

4. The vegetables are stored in the cooler/refrigerator for one day to reduce their temperature to below 41°F.

5. The vegetables can be used in the salad bar or at lunch service the day after the harvest if the temperature of the produce is below 41°F. This temperature will be recorded on the menu production forms under the recipe the produce was used in (either the salad bar recipe, Spicy Corn Salad, Veggie Patch, Garden Salad Calabacitas, Spicy Cucumbers, Garden Chili, or the Zesty Pasta Salad recipe).

6. The produce will not adversely effect the kitchen manager’s menu plan/ordering as the amount will be small and the produce can easily be incorporated into the salad bar or any of the following recipes that are on the menu plan: Calabacitas con Elote, Cucumber and Tomato Salad, Garden Chili, Garden Greens, Roasted Vegetables, Spicy Corn Salad, Spicy Cucumbers, Teriyaki Chicken (with onions and bell peppers), Zesty Pasta Salad or Zucchini Muffins.

7. Produce grown by a school garden will be used only in that school kitchen and not transported to other schools kitchens.

8. Kitchen Managers will post a sign to inform students which items came from the school garden.
How to compost the vegetable scraps from the harvest

If the school garden has a compost system, then these procedures can be followed with the vegetable scraps:

1. At the end of the lunch period, one or two students can retrieve the harvest tub from the Kitchen Manager with any vegetable scraps saved during preparation.
2. The students will then add these scraps to the compost pile and rinse out the tub.
3. The tub is returned to the Kitchen Manager. The Kitchen Manager or foodservice worker will clean the harvest tub as described previously in the dishwasher or three compartment sink, let it air dry, then the kitchen staff will fill the tub with the scale and harvest baskets and place the tub in storage.

Guidelines for DUG community gardeners to participate in the GTC Program:

The goal of the GTC program is to provide fresh fruits and vegetables grown on school grounds to DPS cafeterias and to provide educational opportunities for DPS students to see where the food for their lunches comes from. These protocols have been developed to ensure the safety of the produce that is grown on school grounds and that safe handling procedures are followed as the food is taken to the school kitchens.

DPS Food and Nutrition Services manages the GTC program with support from SFD and DUG. Produce donations from community gardeners at school-based community gardens are acceptable and welcomed as a way of showing support for the school. Any community gardener that wishes to support the GTC program may donate produce from their community garden plots on school grounds.

Following the approved protocols above, students pick the produce, wash off the visible dirt, weigh and record the produce, and then deliver it to the Kitchen Manager.

Community gardeners may participate in the GTC Program in either of the following ways. In both cases, students must harvest the produce.

1. The community gardener meets the GTC Leader and the students in the garden at the time of the harvest. The community gardener shows the students what items can be harvested from his/her garden plot.
2. If the community gardener can not be present for the harvest, he/she can communicate with the GTC Leader to share what items can be harvested from his/her plot. A marking system of flags or other signage can direct the GTC Leader to the appropriate produce items to be harvested.

Participating community gardeners understand that:
1. The produce provided by a community gardener is a donation to the school cafeteria.
2. Produce grown by a community gardener will only be used at the school at which the school-based community garden is located.
3. Any community gardener or GTC Leader participating in the GTC program has filled out the necessary DPS Background Check forms.
4. The produce is grown and harvested for the GTC Program according to the rules outlined in this document.

Community gardeners who would like to donate produce should contact DPS Food and Nutrition Services (e-mail: Anne_Wilson@dpsk12.org, phone: 720-423-5608), or their GTC or School Garden Leader. If a GTC Program does not yet exist at your school-based community garden, community gardeners are invited to become GTC Leaders by participating in the GTC training. See above section, “How to sign-up a school garden to participate in the GTC Program”.

Links:
Denver Public Schools Food and Nutrition Services http://foodservices.dpsk12.org/
Slow Food Denver www.slowfooddenver.org
Denver Urban Gardens www.dug.org
Learning Landscapes http://www.cudenver.edu/Academics/Colleges/ArchitecturePlanning/discover/centers/LearningLandscapes/Pages/index.aspx

Date Implemented: ________________  By: ____________________
Date Revised: ________________  By: ____________________
Date Reviewed: ____________________  By: ____________________

Kitchen Manager Signature
HACCP-Based Standard Operating Procedure - DPS

47– Warehouse/Receiving Produce

Purpose: To ensure that all produce delivered to the central warehouse is received from vendors fresh and safe when it enters the foodservice operation and to store food properly as quickly as possible.

Scope: This procedure applies to warehouse employees who receive produce.

Employees receiving produce should:

1. Be trained on the following procedures on an annual basis and this training should be documented; retraining should be conducted as needed.
2. Receive only one scheduled delivery at a time.
3. Follow State or Local health department requirements.
4. Organize refrigeration space and loading docks before deliveries arrive.
5. Gather DPS purchase order for produce, thermometer, box cutters, pens and pencils.
6. Keep receiving area clean and well-lighted.
7. Follow normal receiving process:
   a. Schedule deliveries to arrive at designated times during warehouse hours of operation.
   b. When delivery driver checks in at office, get paperwork and a copy of driver’s license from the Driver.
   c. Obtain a copy of the DPS Purchase Order from produce vendor from office/file.
   d. Verify driver’s paperwork against DPS Purchase Order.
   e. Assign driver to delivery door.
   f. Inspect the condition of trailer to ensure safety and cleanliness before beginning unloading process. Check the floor of the truck for holes, cracks, missing boards, chunks of wood and steadiness. If the floor looks unsafe, get with the warehouse supervisor for authorization to unload. Make sure refrigerated produce items are delivered in a refrigerated truck.
   g. Open trailer doors and briefly visually check contents for damage and verify contents match the paperwork.
   h. Begin unloading trailer. Stage unloaded produce in the cooler.
   i. Follow produce specific guidelines below.
8. Compare delivery invoice against produce items ordered and produce delivered.
9. Ensure that the pack size on the DPS Purchase Order matches the driver’s paperwork. Note discrepancies on the driver’s paperwork. If pack sizes do not match, notify Supervisor immediately.
10. Ensure that the quantity on the DPS Purchase Order matches the driver’s paperwork. Note discrepancies on the driver’s paper. If paperwork does not match, notify Supervisor immediately.
11. Check produce quality for each item; for pallets with like items, spot check 2-3 cases throughout each pallet; note quality issues on the driver’s paperwork. If there are quality issues, notify the Warehouse Supervisor immediately.

   a. Follow produce rejection policy; contact warehouse supervisor first, if not available, contact the farm to school coordinator with any questions.
   b. Apple cases must have the stamp WA XFCY or WA EXFCY and should be bright red in appearance or they have to be rejected.
   c. Oranges must be FCY and be bright orange in appearance. Both top and bottom of cases of oranges must be checked for quality. If more than five oranges are found in poor condition in a case, the case is to be rejected.
   d. Reject individual grape bags/ or strawberry clamshells with mold and out of 4 cases in a pallet sampled, if 4 bags/ clamshells or more have mold then reject the pallet;
   e. Kiwi must be inspected for mold and for rotten kiwi. If mold is found or kiwi is too soft/ rotten, the kiwi is to be rejected.
   f. Squash, zucchinis, or cucumbers that are unusually limp, soft on the ends, poor color, damaged (multiple breaks in the skin), or if mold is found it should be rejected.
   g. Romaine heads should be inspected for crispness. Pick up at least one head per case and peel back the top layer of leaves, if there is any white seen under the top layer of leaves, the case is to be rejected.
   h. Inspect peppers for color and crispness; if they are too soft, wrinkled or not good quality color, they are to be rejected.
   i. Celery is to be inspected for crispness; celery that does not stand up straight or is unusually limp when it is picked up is not fresh and should be rejected. Check the inside stalks to ensure that inside leaves are not brown or the case of celery should be rejected.
   j. Outer rind of melon should be firm; if there are significant soft spots or cracks in the rind that may contaminate the edible portion, reject.
   k. Reject broccoli with buds that are noticeably yellow, brown, or reddish or if the clusters are not close together and do not feel firm or moderately resistant to pressure.
   l. Check flaws and broken packages. Reject the package or case if packaging compromises item safety in accordance with rejection policy. Produce should be free of mold and show no sign of insect or rodent activity and reject in accordance with rejection policy.
   m. Check the cleanliness of crates and other shipping containers before accepting products; reject produce items that are shipping in dirty containers in accordance with the rejection policy.

12. Record the temperature of 1 bag each of each type of cut/ bagged produce items and herbs (cilantro, basil, etc.) per delivery with an infrared thermometer. Record temperature on the
driver’s paperwork. Temperature of bagged produce cut items should be at 41°F or below or it must be rejected. If temperature is at or below 32°F, ensure the item is not frozen and the quality poor; if quality is not acceptable then reject this package.

13. Let warehouse supervisor know at the time of receipt of produce and before releasing the produce delivery truck if any damaged or poor quality items are found so produce can be taken back to the produce company with the delivery driver and good quality produce can be returned in its place.

14. Attach signed DPS Purchase Order to signed driver’s paperwork and take to the Inventory clerk for receipt.

Produce Rejection Guidelines:
Reject the following:

- Punctured packages
- Any produce that does not meet quality standards (shows signs of mold, evidence of insects, evidence of pests, etc.);
- Foods that are otherwise deemed unacceptable;
- Foods that have dates that are less than 7 days from the date of receipt;
- Bagged produce items that are above 41°F;
- Bagged produce items that have temperatures below 32°F AND are freezer burned/ poor quality;
- Items with visible signs of decay or damage (particularly lettuce, leafy greens, or green onions);
- Items with puncture marks or cracks that may allow pathogens to enter the produce item (cracks in the melon, onions, or cabbage heads, holes in tomatoes, bell peppers, cucumbers, etc.)
- Items that are unusually limp (i.e. cucumbers, zucchini, squash, etc.)
- The item is unusually soft or discolored;
- Individual grape bags/ or strawberry clamshells with mold and out of 4 cases in a pallet sampled, if 4 bags/ clamshells or more have mold then reject the pallet);
- Un-bagged produce that is shipped in dirty cases where the dirty portion of the case comes in contact with the ready to eat portion of the produce;
- Apple cases WITHOUT the stamp WA XFCY or WA EXFCY.
- Oranges without the stamp FCY or if more than five oranges are found in poor condition in a case, the case is to be rejected.
- Kiwi that is too soft/ rotten or that has mold.
- If there is any white seen under the top layer of leaves on a head of romaine, the case is to be rejected.
• If peppers are too soft, wrinkled or not good quality color, they are to be rejected.
• Celery that does not stand up straight or is unusually limp when it is picked up is not fresh and should be rejected. Check the inside stalks to ensure that inside leaves are not brown or the case of celery should be rejected.
• Outer rind of melon should be firm; if there are significant soft spots or cracks in the rind that may contaminate the edible portion, reject.
• Broccoli not on ice.
• Broccoli with buds that are noticeably yellow, brown, or reddish or if the clusters that are not close together and do not feel firm or moderately resistant to pressure, then reject the case of broccoli.
• If any foods are deemed unacceptable, they should be rejected at the time of delivery. If an unacceptable item is discovered after time of delivery, it should be put in a designated area for credit and the Warehouse Manager should notify the vendor; if the driver is still there, the item may be given directly to them after notifying the Warehouse Manager.

Contact the warehouse supervisor or farm to school coordinator with any questions about the rejection policy.

**Warehouse Supervisor is Responsible for:**

1. Ensuring warehouse staff is trained on this policy.
2. Ensure that all foods come from approved vendors and sources.
3. Ensure that deliveries are scheduled so enough trained staff is available to receive, inspect and store food promptly.
4. Ensure that bagged temperatures are recorded and initial temperatures recorded on the copy of the driver’s paperwork to show these were verified.
5. Ensure that employees follow the rejection policy.

**Corrective action:**

1. Retrain any warehouse employee found not following the receiving procedure.
2. Follow the rejection policy and note why the items were rejected on the driver’s paperwork.
3. Bagged items with temperatures above 41 degrees F will be rejected and this will be noted on the driver’s paperwork.
4. Apply disciplinary action as required.

**Verification and Record Keeping:**

1. Warehouse staff training and retraining on this policy must be documented.
2. The following must be documented on the delivery driver’s paperwork: temperatures of bagged items, items that are rejected for any reason and the reason for rejection, discrepancies
in quantities and pack size between the DPS Purchase Order and the delivery driver’s paperwork. This paperwork must be kept on file for 3 years.

3. Warehouse supervisor will visually monitor receiving practices and ensure paperwork is completed properly including temperatures, rejected items note and reasons for rejected, etc.

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<thead>
<tr>
<th>Item</th>
<th>Rejection Guidelines</th>
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<tbody>
<tr>
<td>Broccoli</td>
<td>• Not on ice</td>
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<td>OR</td>
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<td>• Buds that are noticeably yellow, brown, or reddish or if the clusters are not close</td>
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<td>together and do not feel firm or moderately resistant to pressure</td>
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<td>Apples</td>
<td>Apple cases without the stamp WA XFCY or WA EXFCY or more than 11 apples (10%) of</td>
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<td>the case is not bright red in color</td>
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<td>Cantaloupe</td>
<td>Rind is soft and/or cracked all the way to the edible portion</td>
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<td>Celery</td>
<td>• Limp, if the item doesn’t stand up straight</td>
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<td>OR</td>
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<td></td>
<td>• The inside leaves are brown</td>
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<td>Coleslaw mix, carrots, lettuce, spinach</td>
<td>• If date is not 7 days out</td>
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<td></td>
<td>OR</td>
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<td></td>
<td>• If temperature is above 41°F</td>
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<tr>
<td>Cucumbers, squash, zucchini</td>
<td>Limp, mold spots or wrinkled/soft ends</td>
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<td>Grapes</td>
<td>Individual grape bags/ or strawberry clamshells with mold and out of 4 cases in a</td>
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<td>pallet sampled, if 4 bags/clamshells or more have mold then reject the pallet</td>
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<td>Honeydew</td>
<td>Rind is soft and/or cracked all the way to the edible portion</td>
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<td>Kiwi</td>
<td>Rotten, moldy, soft (if you can break through the skin with little or no pressure)</td>
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<td>Nectarines</td>
<td>There is any sign of mold or excessive leakage from overly soft fruit indicating decay</td>
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<td>on 4 or more peaches per case</td>
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<td>Oranges</td>
<td>• Oranges without the stamp FCY</td>
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<td>OR</td>
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<td>• If more than five oranges are found in poor condition in a case</td>
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<td>Peaches</td>
<td>There is any sign of mold or excessive leakage from overly soft fruit indicating decay</td>
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<td></td>
<td>on 4 or more peaches per case</td>
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<td>Peppers</td>
<td>• Wrinkled, too soft, and discolored</td>
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<tr>
<td>Plums</td>
<td>There is any sign of mold or excessive leakage from overly soft fruit indicating decay on 4 or more peaches per case</td>
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<td>Romaine</td>
<td>There is any white seen under the top layer of leaves on 2 or more heads of romaine per case then reject the whole case</td>
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<td>Strawberries</td>
<td>Individual grape bags/ or strawberry clamshells with mold and out of 4 cases in a pallet sampled, if 4 bags/ clamshells or more have mold then reject the pallet)</td>
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<tr>
<td>Tomatoes</td>
<td>Three or more tomatoes in a case are moldy or lack bright red color</td>
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<tr>
<td>Watermelon</td>
<td>Rind is soft and/ or cracked all the way to the edible portion</td>
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**Date Implemented:** 2016/17 School Year  
**By:** Kitchen Manager

**Date Reviewed:**  
**By:**

**Date Revised:** August 10, 2016  
**By:** Kim Butler
HACCP-Based Standard Operating Procedure - DPS

48- Prohibition of Animals in the Cafeteria, Serving Line, and Kitchen Area

**Purpose:** To prevent foodborne illness in the cafeteria, serving line, and kitchen area due to live animals being brought into facility.

**Scope:** Live animals shall be prohibited in the cafeteria, serving line, and kitchen areas.

**Instructions:**

The Kitchen Manager will:
1. Post the sign at the entrance of the cafeteria. Prototype sign on page 118.

Employees and Kitchen Manager will:
1. Ensure that there are no animals in the cafeteria, serving line and kitchen area.
2. Staff will address any violations that occur.
3. Guide dogs are permitted in the cafeteria in some cases. If applicable, contact your Area Supervisor for more information on the rules associated with this.

Poster Available: Page 178

**Date Implemented:** 2016/17 School Year

By: Kitchen Manager

**Date Reviewed:**

By:

**Date Revised:** August 10, 2016

By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

49- Pest Control Procedure

**Purpose:** To ensure appropriate measures are taken to prevent foodborne illness caused by pests.

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

**Instructions:**
Employees involved in the production or service of food must follow the “Pest Control” procedure.

The Kitchen Manager will:
1. Train food service employees on the proper procedures to prevent pest infestations.
2. Check all deliveries before they enter the operation.
3. Submit a work order for any gaps or cracks in doors frames and walls or below the doors leading outside the building.
4. Submit a work order for any holes or openings around pipes.

Employees and Kitchen Manager will:
1. Sweep and mop all floors in the kitchen and storeroom daily.
2. Keep garbage can clean and empty them as necessary. **Empty daily.**
4. Work with the Facility Manager to ensure that all dumpster doors are kept closed.
5. Make sure all entrance doors or screens to entrance doors are kept closed.
6. Make sure all food is stored in sealed containers.
7. Make sure food and supplies are stored at least 6 inches off the floor and rotate food items so pests do not have time to settle.
8. Monitor food and paper products to ensure they are not contaminated by or show evidence of pests. Discard any food or paper products that show evidence of pests.
9. Store only the paperwork you are required to keep in your storeroom. Look through small wares and other supplies periodically to ensure you have just what you need; work with your supervisor to remove any items you are not using from the kitchen.
* Work with supervisor to move clutter out of the kitchen.

10. Keep all areas clean by:
   - Cleaning spills and crumbs immediately
   - Cleaning staff restroom as often as needed
   - Training staff to keep lockers and break area clean
   - Keeping cleaning supplies clean and dry. Mops should be hung on hooks rather than stored on the floor.
   - Emptying water from buckets
   - Follow these steps for cleaning surfaces where evidence of pest are found:
     - Wash the visible soil away with soap and warm water and discard the cloth used.
• Rinse the area with warm water and discard the cloth used.
• Disinfect the area with a 150-200 ppm concentration bleach solution. Use low-temperature dishmachine test strips to verify the concentration. Let the disinfectant remain on the surface for 60 seconds or more.
• * Wear a face mask when cleaning droppings.

Monitoring:
Food service employees will check for evidence of pests:
  • Rodents
    o Droppings that look like black rice
    o Gnaw marks
    o Smears or dirt tracks along walls and surfaces
    o Nests made from soft materials such as cloth, hair, grass, and scraps of paper
  • Cockroaches
    o Droppings that look like black pepper grains
    o Capsule-shaped egg cases that are brown, dark red, or black
    o Strong oily odor

Corrective Action:
1. Contact the IPM coordinator who will determine the correct action for effective pest treatment.
2. Retrain any food service employee who is found not following pest control protocol.
3. Discard any items that have evidence of pests on/ in them.

Verification and Record Keeping:
Food service employees will record the date, time, and location of any detected pest. Food service employees will note if product was discarded due to pest contamination. IPM will keep record of any action taken to prevent or treat pests.

Date Implemented: 2016/17 School Year By: Kitchen Manager

Date Reviewed: ___________________________ By: ___________________________

Date Revised: August 10, 2016 By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

50- Leftovers

**Purpose:** To ensure appropriate measures are taken to prevent foodborne illness.

**Scope:** This procedure applies to food service employees and managers who prepare, store, or serve food (all versions: Café, Grab and Go, Breakfast in the Classroom [BIC]) and Lunch Meal Service

One of our most important expectations is that each student who is served breakfast (all versions) and lunch has the same selection of food whether they are the first in line or at the end of line. With this expectation comes some amount of leftovers

The Kitchen Manager will:

1. Make sure that prior to, during and after service, the food remains in the “safe zone”, 41°F and below for cold items and 135°F and above for hot items.
   1. What if the temperature of a refrigerated food is above 41°F? In accordance with standards used by the State Health Department and the FDA, foods that are found to be above 45°F and have been so for four (4) hours or more shall be disposed, with the exception of foods that are being properly cooled (§3-603) or time-controlled (§3-605) per the Denver Food Establishment Regulations. See #5 below for clarification on breakfast items.
   2. Foods that are acceptable for re-serving are to be chilled correctly, i.e., hot foods are rapidly cooled to 41°F within 4 hours stored in a 2” deep container, placed either uncovered or loosely covered on top shelf of freezer. A frozen ice wand (if available) may also be used to chill food to 41°F as well.
   3. What leftover foods can be re-served? Using common sense, if you would re-heat it and eat it, then re-heat it and serve it. Do not reheat foods such as grilled cheese, Stromboli, pizza, broccoli, toast or French fries. You may reheat foods like meat sauces if they are properly chilled (see #3).
   4. Whole fruits left at the end of service (salad bar, BIC, Grab and Go) must be re-washed and chilled for re-serving. Vegetables left at the end of service (salad bar) should be re-served by washing and cooking the next day (for example broccoli, carrots, cauliflower, zucchini). Any items that are canned, frozen, or freshly cut need to be thrown out at the end of service. For example: canned peaches and mandarin oranges, frozen blueberries, and sliced watermelon and cantaloupe.
   5. All other items left on the salad bar at the end of service must be discarded.
   6. Any foods that have been sold/served to the customer must be discarded except for room temperature packaged foods such as breakfast bars, crackers, cereal etc.
7. Leftover foods must be heated to 165°F before service and maintained at hot holding temperature of 135°F or above.

8. Foods may only be re-served once, if leftovers remain after re-service, they must be discarded, with the exception of room temperature packaged products with un-tampered seals.

9. BIC or Breakfast After the Bell should be handled as followed:
   a. Milk should be temped before delivery and upon pick up. If the milk temperature has remained above 45°F for more than 4 hours as documented on the menu worksheet the milk needs to be discarded. If the milk has been kept at ≤45°F for less than 4 hours chill the milk back to 41°F or below within that same 4 hours. For example: If the milk was delivered at 7:00 am and was returned at 9:00 am and temped at 42-45°F, the milk needs to be chilled to 41°F or below by 11:00 am. Conversely, if the milk was delivered at 7:00 am and returned at 9:00 am and temped at ≥46°F, the milk needs to be discarded.
   b. Hot items must be heated to ≥165°F before delivery. If the hot items remain less than 135°F for more than 4 hours the items needs to be discarded. If the hot items are returned at less than 135°F they must be discarded. If the hot items are returned within 4 hours and are temped at ≥135° F, the items must be chilled to ≤41°F within the remaining 4 hour time frame. For example: Hot items are delivered at 7:00 am and returned at 9:00 and temp at ≥135° F, these items must be chilled to ≤41°F by 11:00 am. Conversely, if the hot items were delivered at 7:00 am and returned at 9:00 am and temped at ≤134° F, the items need to be discarded.
   c. Shelf stable items (cereal, zucchini bread, graham crackers, cinnamon rolls/twists, juice boxes, raisins, whole pieces of fruit) may be reused if kept in intact packaging.

**Monitoring:**
Food service Manager and employees will document temperatures on the Menu Worksheets.

Document all food items that are discarded on the “Damaged or Discarded Product Log.”

**Corrective Action:**
Retrain any food service employee found not following the procedures in this SOP.
30–Leftovers (SOP)

Verification and Record Keeping:
Food Service employees/managers will record information on appropriate logs according to record keeping/documentation schedule. Managers will verify that all documents are being complete correctly and on schedule by visually monitoring during the shift and reviewing and initialing at the end of each month. Maintain all logs for a minimum of 3 plus current year.

Date Implemented: 2016/17 School Year  By: Kitchen Manager

Date Reviewed:  By: 

Date Revised:  August 10, 2016  By: Kim Butler
HACCP-Based Standard Operating Procedure - DPS

51- No Water Available in the Kitchen/No Hot Water Available in the Kitchen

**Purpose:** To prevent foodborne illness caused by having water unavailable in the kitchen.

**Scope:** This procedure applies to food service employees who handle, prepare, and serve food.

**Instructions:**

**The Kitchen Manager will immediately:**
1. *(Depending on situation and with the Area Supervisor guidance)* discontinue food production and wrap/cover and place foods in the process of preparation into cold storage.
2. Report the “no water/hot water” situation in the kitchen to the Enterprise Management main number at 720-435-6000. The maintenance issue will then be entered into the TRIRIGA system; the DPS Maintenance Department and the Enterprise Management Equipment Maintenance Coordinator will also be contacted.
3. Contact Food Services Area Supervisor.
4. Set up a temporary (one day only) hand washing station. Information regarding the “Temporary Hand Washing” station provided at the end of this SOP.
5. In the event water is available, heat water for the Pot and Pan Sink, Sanitizer sink, wash bucket and sanitizer bucket.

**The Food and Nutrition Services Area Supervisor will:**
1. Contact Enterprise Management Executive Director 720.413.3781.
2. Contact First Response Center 720-423-4020 to report no water/no hot water available.”
3. Contact Denver Department of Environmental Health Food Safety Section at phicomments@denvergov.org to report no water in kitchen.
4. Based on guidance from Denver Department of Environmental Health representative, plan for off-site production and delivery of prepackaged foods for meals and snacks (see off site food production plan below) if water outage only impacts the kitchen or if water outage will only last for 2 hours or less. (as noted above. If the water outage impacts the whole school for more than two hours, school will be closed)

**The Facility Management First Response Center will:**
1. Coordinate/communicate with Denver Department of Environmental Health on water outage timing.
2. Communicate with Enterprise Management Executive Director and Food Services Area Supervisor on resolution of water availability, noting that any outage lasting less than two hours will impact the kitchen as off-site food production will be required. Any outage lasting more than two hours will close the school.
3. Coordinate delivery of a portable hand sink.
**OFFSITE FOOD PRODUCTION**

**Affected kitchen** = Kitchen that has water outage of less than 2 hours timing  
**Off-site Kitchen** = Kitchen where food production will occur for affected kitchen.

**Food and Nutrition Services Area Supervisor will:**
1. Identify off-site food production kitchen and communicate to Kitchen Manager of this kitchen that staff from affected kitchen will be coming to prepare food.
2. Communicate with Kitchen Manager of affected kitchen on need to transfer staff, foods, and workers to off-site kitchen.
3. Place emergency add-on order with Warehouse of food items needed for production of meals at off-site kitchen for affected kitchen (when advance warning of outage is received). If lack of water is not planned, then Food Services Area Supervisor may be required to borrow food from various other kitchens in order to prepare sufficient number of servings.
4. Contact Warehouse staff to schedule food run from off-site kitchen to affected kitchen.
5. Identify foods / supplies for breakfast/lunch/snack production i.e. all foods will be prepared and pre-packaged, and assembled into lunch sacks at off-site kitchen for distribution at affected kitchen. (supplies to include individual paper sacks and insulated carriers (pizza bags) for transport).

**Employees and Kitchen Manager will:**
1. Gather foods / supplies (if available) from affected kitchen according to direction of supervisor.
2. Relocate to designated off-site kitchen along with foods/ supplies (if available).
3. Prepare packaged foods for students located at affected school.
4. Return to affected kitchen for serving students.

**Warehouse will:**
1. Coordinate with Food Services Area Supervisor to fill emergency add-on order and deliver food items needed off-site kitchen (if needed).
2. Transport meals from off-site kitchen to the affected kitchen for meal service(s) at times designated by Supervisor.

****Please note:
If your food is prepared while hot water is/was available – go ahead and serve the food that is already prepared.

**Denver Public Health Inspections Divisions Recommendation – water outage:**
- In the event that a water outage lasts for more than 2 hours, close the school as per State regulations.
In the event that a water outage lasts for more than 2 hours and it is not possible to get all children and staff off the property at the end of that time, provide drinking water (e.g. bottled water) onsite to staff and students.

In the event of a water outage that impacts the kitchen cease and desist all food handling and serving operations and notify the Public Health Inspections Division. Food handling may be resumed when a portable hand washing sink with hot and cold water under pressure is provided and follow posted hand washing standards.

**Temporary Hand Washing Station**

1. Utilize a 5 gallon container or hot beverage urn with a free-flowing dispensing valve. The dispensing valve should have an “on” and “off” position so that both of your hands are freed for proper hand washing. The set-up must be used in conjunction with soap, single-use towels, and a catch bucket beneath to collect dirty water. The bucket must be table height. Filling the hand washing supply water container with warm water (100-110 degrees F). Water must be maintained at 100 degrees.

2. Failure to properly set up a hand washing station may result in an immediate closure from the health department.

**Monitoring:**
Food service employees and supervisory employees will visually observe that meals are prepared and served in a safe manner. Area Supervisor will document the event.

**Corrective Action:**
Discard any food that is not deemed safe.

**Verification and Record Keeping:**
A supervisory or other designated employee will verify that the food service employees are following this policy by visually observing the employees during food preparation and service. A supervisory employee will verify that correct procedures are followed and logs are maintained.

**Date Implemented:** 2016/17 School Year  By: Kitchen Manager

**Date Reviewed:** By: 

**Date Revised:** August 10, 2016  By: Kim Butler
**HACCP-Based Standard Operating Procedure - DPS**

### 52- Utilizing a Portable Hand WashingSink

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

**Scope:** This procedure applies to food service employees who handle, prepare, and serve food during periods of time when a regular hand sink is not available.

- The Portable Hand Washing Sink contains a 5 gallon fresh water tank and a 7.5 gallon waste water tank and provides approximately 70 hand washings.
- The hand sink cart features a water heater and a 2.5 gallon capacity that heats the water in 10 minutes (up to 140 degrees Fahrenheit).
- These tanks are easy to insert and remove for filling and emptying.

**Instructions:**

Employees involved in the production or service of food must follow the SOP for “Washing Hands” and/or “Utilizing a Portable Hand Washing Sink” procedure.

The Kitchen Manager will:
1. Train food service employees or other individuals that prepare or serve food on proper hand washing.
2. Post hand washing signs or posters in a language understood by all food service staff near all portable hand washing sinks.
3. Ensure that designated hand washing sinks are used exclusively for hand washing. Employees will not use the “Portable Hand Washing Sink” for food preparation, utility, and dishwashing sinks.
4. Ensure employees use warm running water, soap, and single-use paper towels or warm air hand dryer when washing their hands. If paper towels are used, provide a waste container at each hand washing sink.
5. Ensures that hand washing sinks accessible anytime employees are present.

Food Service staff will complete the following tasks, specific to the Portable Hand Washing Sink:
- Fill the fresh water tank with clean fresh water daily when arriving to the site
- Plug in the sink cart (purpose is to ensure that the water heats to at least 110 degrees)
- Ensure that there is hand soap and paper towels available
- Follow the SOP 1 – for washing hands
- End of day/food service – staff will wash and sanitize the hand sink
- Food Service staff will empty the “clean water tank” and the “waste water tank – empty into the mop sink. Leave caps open to air dry

During the work day the employees and Kitchen Manager will
1. Wash hands:
   - Before starting work
2. **Washing Hands, continued** (SOP)
   - 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

3. Follow proper hand washing procedures as indicated below:
   - Wet hands and forearms with warm, running water (at least 110 °F) and apply soap.
   - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   - Dry hands and forearms thoroughly with single-use paper towels.
   - Turn off water using paper towels.
   - Use paper towel to open door when exiting the restroom.

**Monitoring:**
The Kitchen Manager will visually observe that hand washing sinks are properly used/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:**
A supervisor or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for a minimum of 3 years.
HACCP-Based Standard Operating Procedure - DPS

53– In Case of a School Wide Illness Outbreak

PURPOSE: To ensure safe environment and handling and service of food in the event of a School Wide Illness Outbreak.

SCOPE: This procedure applies to all foodservice staff.

INSTRUCTIONS: Employees involved in the production or service of food must follow “Employee Illness Policy” as well as steps outlined in “In case of School Wide Illness Outbreak” Standard Operating Procedure.

CONDITIONS: In the event that School Administrator and/or Denver Health Department inform Food and Nutrition Services that a School Wide Illness Outbreak is taking place in a school.

- The manager and supervisor will keep in close contact with school office staff for monitoring of illness issue.
- Discontinue use of the salad bar until the all clear is given that the outbreak is over.
- Fruits and vegetables will be served in boats underneath the sneeze guard.
- An adult with clean gloved hands will hand out plastic flatware to prevent the spread of infection.
- In a school with a working dish machine, do not use machine for washing trays and flatware. Use paper trays and plastic flatware.
- Disinfectant cleaner will be used for wiping all surfaces (tray slide, Cafeteria tables (including 6 inches under the lip of the tables), and all flat surfaces), followed by wiping down with regular sanitizer solution.
- Pin pads will be sanitized by wiping pad quickly with towel dampened with sanitizer every 2-3 students to minimize spread of illness. (Supervisor and manager also have the option of using student roster for claiming if feasible in order to eliminate possibility of cross contamination.)
- The illness policy will be followed, ie., no employees will be allowed to work while ill, especially during outbreak. Employee illnesses must be carefully documented, employees that come to work sick must be sent home, and if an employee is out with a Norwalk or Norwalk like virus, or other contagious condition, they must have a doctor’s note stating the date when they are able to work around food again before they will be allowed to work around food.
- In the event that 1/3 or more of staff in a single kitchen is out with Norwalk/flu virus or other contagious condition, under the direction of the supervisor, school will utilize an “emergency menu” (carry in food from another school, or serve a menu such as Blackjack pizza, canned fruit, prewashed baby carrots)

Should you be advised to use Bleach by your supervisor at the request of the health department…
Follow these procedures:

- Add 1 tablespoon of bleach to 1 quart (4 cups) of water. For a larger supply of disinfectant, add ¼ cup of bleach to 1 gallon (16 cups) of water.
- Test parts per million (PPM) using Chlorine test papers item 37.0472.12 (used for dish machine).
- Apply the solution to the surface with a cloth.
- Let it stand for 3 to 5 minutes.
- Rinse the surface with clean water.
- Allow to air dry.
- Follow with application of sanitizing solution.

- **Know the difference between cleaning, disinfecting, and sanitizing**

  - **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

  - **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

  - **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.
SECTION 2: Categorizing Menu Items

Explain when and how menu items are categorized as Process 1, Process 2, or Process 3 foods

The menu planner will be responsible for identifying whether a food item is to be categorized as Process 1, Process 2, or Process 3 in the following chart.

Monitoring:

Supervisor Responsibilities
1. The supervisor for each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and critical control points (CCPs) at the required frequency and are documenting required records.
2. The supervisor will also be responsible for monitoring the overall performance of standard operating procedures. Details regarding monitoring procedures are outlined in each SOP.
3. Frequently monitor each food service site. Best practice is to monitor on a monthly basis utilizing the Food Safety Checklist.

Food Service Employee Responsibilities
1. Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling, storage, preparation, and service of food.
2. Food service staff is responsible for monitoring control points as defined in the SOPs.

Food Safety Checklist
1. Supervisor staff will utilize the Food Safety Checklist to monitor the current food safety efforts to ensure compliance with Federal and state regulations and the food safety HACCP plan.

Corrective Actions:

Determining Corrective Actions
1. The food service director or manager is responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points and standard operating procedures.
2. Corrective actions for CCPs are listed on the following pages.
3. The food service director or manager will review and update all corrective actions annually at minimum.
Training

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

Documenting Corrective Actions

1. Food service staff will be responsible for documenting any non-routine corrective actions taken while handling and preparing food as well as any actions taken while performing standard operating procedures.

<table>
<thead>
<tr>
<th>Critical Control Point (CCPs)</th>
<th>General Situation</th>
<th>Appropriate Corrective Actions</th>
</tr>
</thead>
</table>
| COOKING                     | If food does not reach the minimum internal temperature required by the Colorado Food Code within the time specified on the chart, recipe or manufacturer’s instructions… | If no real problem is suspected:  
   - Extend heating/cooking time.  
   - Train the employee/volunteer to check internal temperatures of products rather than relying on time.  

If the thermometer inaccuracy is suspected:  
   - Calibrate the thermometer and retest product.  
   - Establish and follow standard operating procedure for calibrating thermometers.  
   - Train employees/volunteers to calibrate thermometers per SOP.  

If the oven temperature is suspected:  
   - Use an oven thermometer to check the internal temperature of the oven.  
   - Complete a work order for maintenance to check the thermostat. Contact manufacturer’s representative to make appointment for repairs. |
| COOLING                     | If hot food is above 70°F and it is less than 2 hours into the cooling process… | Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods. |
|                             | If hot food is above 41°F and it is less than 6 hours into the cooling process… | Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods. |
|                             | If hot food is above 70°F and it is more than 2 hours into the cooling process… | Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item. |
|                             | If hot food is above 41°F and it is more than 6 hours into the cooling process… | Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item. |
| REHEAT                      | If hot food is not reheated quickly to 165°F… | Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item. |
| HOT HOLD                    | If hot food being held is found to be below 135°F… | If time is used as a control:  
   Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or log, as specified by SOP. |
<table>
<thead>
<tr>
<th>COLD HOLDING</th>
<th>If cold food being held is found to be above 41°F …</th>
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<tbody>
<tr>
<td></td>
<td>If time is not used as a control and the thermometer is calibrated:</td>
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<tr>
<td></td>
<td>- Chill the cold food to 41°F or less and then hold below 41°F.</td>
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<tr>
<td></td>
<td>- If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer’s representative. Complete a work order for maintenance to check and/or notify person in charge.</td>
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</tbody>
</table>

### Recordkeeping:

**Staff Responsibility**

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

**Recordkeeping Procedure**

1. Appropriate logs/forms will be utilized and adapted for use per school/serving site.
2. All forms/logs will be kept in designated area in the food service operation and easily accessible.
3. All forms/logs will be replaced as needed and employees/volunteers will know where to find blank replacement forms.
4. All completed forms will be kept in an organized, accessible manner – in the school.

Training

1. The kitchen manager/supervisory employee is responsible for educating all food service personnel on the use and importance of recording critical information.

Periodic Review & Revision:

The Area Supervisor assigned the HACCP project, will be responsible for reviewing the facilities food safety system and HACCP plan during the summer, prior to the beginning of the school year and when any significant changes occur in the operation. Utilize the Food Safety HACCP Plan Worksheet to assess the plan annually.
Food Safety HACCP Plan Review Worksheet

Complete for each school year and on file.

<table>
<thead>
<tr>
<th>Reviewer Name &amp; Title:</th>
<th>Date of Review:</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
<th>Date Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your school food safety plan apply to every location where food is stored, prepared, or served for Child Nutrition Programs?</td>
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<td>☑</td>
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<td>Have there been changes in Menu items, Equipment, Colorado Food Code, Vendors, Operating Procedures, Federal, State, or Local Policies?</td>
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<td>Are Standard Operating Procedures (SOPs) accurate and current for your operation procedures?</td>
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<tr>
<td>Are the lists of foods in Processes 1, 2, 3 accurate and current?</td>
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<tr>
<td>Are Critical Control Points (CCPs) and Critical Limits (CLs) correctly identified and appropriate to control each hazard to ensure safe food?</td>
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<tr>
<td>Do manager and staff demonstrate knowledge of HACCP Food Safety Plan?</td>
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<td>Is there a designated employee responsible for verifying that the required records and logs are being completed accurately and properly maintained?</td>
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<td>Are effective Monitoring Procedures being used?</td>
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<td>Are appropriate Corrective Actions taken to ensure safe food is served and purchased?</td>
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<td>Question</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the existing recordkeeping system provide adequate documentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>that SOPs and CCPs are met and corrective actions are taken when</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>needed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the school food safety program based on HACCP principles been</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>implemented throughout the district?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the HACCP Food Safety Plan been modified to reflect these changes?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes made to the HACCP Food Safety Plan were conveyed to all school</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>nutrition employees? (Beginning of School Meeting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviewer Signature: Kim Butler  Date: 8.8.16
# Food Safety Check List

**District:** DPS  
**School:**

## Personal Health & Hygiene

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees wear clean and proper uniform including proper shoes.</td>
<td>☐</td>
<td>☐</td>
<td>Eating, drinking, smoking, chewing gum are observed only in designated areas away from food and work areas.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective hair covering/restraints are properly worn.</td>
<td>☐</td>
<td>☐</td>
<td>Disposable tissues are used and disposed of when coughing/blowing nose.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingernails are short, unpolished, and clean (no artificial nails).</td>
<td>☐</td>
<td>☐</td>
<td>Employees take appropriate action when coughing or sneezing.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jewelry is limited to a watch, simple earrings, and plain ring.</td>
<td>☐</td>
<td>☐</td>
<td>Disposable gloves worn when handling ready to eat foods &amp; changed at critical points.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food.</td>
<td>☐</td>
<td>☐</td>
<td>Hands are washed thoroughly using proper hand washing procedures at appropriate times.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Dry Storage

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry storage temperature is between 50°F and 70°F.</td>
<td>☐</td>
<td>☐</td>
<td>There are no bulging or leaking canned goods in storage.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All food and paper supplies are 6-8” off floor &amp; 6” from the ceiling.</td>
<td>☐</td>
<td>☐</td>
<td>Food is protected from contamination.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All food is labeled with name &amp; delivery date.</td>
<td>☐</td>
<td>☐</td>
<td>All surfaces and floors are clean.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The FIFO (first in, first out) method of inventory is being practiced.</td>
<td>☐</td>
<td>☐</td>
<td>Chemicals are labeled &amp; stored away from food and other food related supplies.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open bags of food are stored in containers with tight fitting lids and labeled &amp; dated.</td>
<td>☐</td>
<td>☐</td>
<td>Food is stored in original container or food grade container.</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Equipment, Utensils, & Facilities

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading dock and area around dumpster are clean and odor free.</td>
<td>☐</td>
<td>☐</td>
<td>Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or person’s</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Food slicer is broken down, cleaned and sanitized before and after use.  
Thermometers are calibrated on a routine basis.

Food slicer, utensils, drawers, food contact surfaces, storage racks, exhaust hood and filters are clean.

All small equipment & utensils, including cutting boards, can opener, and knives, are cleaned and sanitized between uses.

Boxes, containers and recyclables are removed from site.

Hand sinks are unobstructed, operational, and clean.

Hand sinks are stocked with soap, disposable towels, and warm water.

Employee restrooms are operational and clean.

All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment.

Work surfaces, utensils, thermometers are cleaned, sanitized between and after each use.

Equipment, including utensils are washed, sanitized, and air-dried.

---

<table>
<thead>
<tr>
<th>Refrigerator, Freezer and Milk Cooler</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermometers are available and accurate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proper chilling procedures are used.</td>
</tr>
<tr>
<td>Temperature is appropriate for pieces of equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All food is properly wrapped, labeled and dated.</td>
</tr>
<tr>
<td>Air temperature of all refrigerators and freezers is monitored and documented daily at the beginning and end of each shift.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The FIFO method of inventory is used.</td>
</tr>
<tr>
<td>Units are clean and neat.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Temperature of cold food being held is at or below 41°F.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Handling</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen food is thawed properly (under refrigeration or cold running water). Once thawed do not refreeze.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.</td>
</tr>
<tr>
<td>All food stored or prepared in school is from approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hot holding units are not used to reheat potentially hazardous</td>
</tr>
</tbody>
</table>

---
Food is tasted using the proper procedure. | | The internal temperature of food being cooked is monitored and documented. | | | | Food is handled with suitable utensils, such as single use gloves or tongs. | | Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor. | | | | Food is prepared in small batches to limit the time it is in the temperature danger zone. | | Procedures are in place to prevent cross-contamination. | | | | Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. | | | | | | Cold Holding

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerators are kept clean and organized.</td>
<td>☐</td>
<td>☐</td>
<td>Temperature of cold food being held is at or below 41° F.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Food is protected from contamination.</td>
<td>☐</td>
<td>☐</td>
<td>Temperatures are being monitored and documented.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Hot Holding

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot holding unit is clean.</td>
<td>☐</td>
<td>☐</td>
<td>Temperature of hot food being held is at or above 135° F.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Food is heated to the required safe internal temperature before placing in hot holding.</td>
<td>☐</td>
<td>☐</td>
<td>Hot holding units are not used to reheat potentially hazardous foods.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Food is protected from contamination.</td>
<td>☐</td>
<td>☐</td>
<td>Hot holding unit is pre-heated before hot food is placed in unit.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Cleaning and Sanitizing

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-compartment sink is properly set up for ware washing.</td>
<td>☐</td>
<td>☐</td>
<td>Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dish machine is working</td>
<td></td>
<td></td>
<td>If heat sanitizing is used, the</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
properly (i.e. gauges and chemicals are at recommended levels).

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

utensils are allowed to remain immersed in 180°F water for 30 seconds.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
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</tr>
</tbody>
</table>

Water temperatures are correct for wash and rinse cycles.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Small ware and utensils are allowed to air dry.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Water is clean and free of grease and food particles.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Wiping cloths are stored in sanitizing solution while in use.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Garbage Storage and Disposal

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Boxes and containers are removed from site.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Kitchen garbage cans are clean and kept covered.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Boxes and containers are removed from site.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Boxes and containers are removed from site.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Boxes and containers are removed from site.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Garbage cans are emptied as necessary.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Loading dock and area around dumpster are clean.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Loading dock and area around dumpster are clean.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Loading dock and area around dumpster are clean.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Dumpsters are closed.  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Pest Control

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>No evidence of pests is present.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Outside doors have screens, are well-sealed, and are equipped with a self-closing device.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>No evidence of pests is present.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

No evidence of pests is present.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>No evidence of pests is present.</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

There is a regular schedule of pest control by licensed pest control operator.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
<th>Yes</th>
<th>No</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Kitchen Manager Signature:  
Date:

Supervisor:  
Date:
# PROCESS 1
**No Cook**

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

## RECEIVE
Receiving Deliveries

## STORE
Preventing Cross Contamination During Storage (and Preparation)

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

## COLD HOLD
CCP: Hold At or Below 41°F. Check & Record Temperatures.

## SERVE
Serving Food, Preventing Cross-Contamination at Food Bars
PROCESS 2
Cook & Serve Same Day

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

**RECEIVE**
- Receiving Deliveries

**STORE**
- Preventing Cross Contamination During Storage (and Preparation)

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

**COOK**
- CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

**HOT HOLD**
- CCP: Hold At or Above 135°F. Check & Record Temperatures.

**SERVE**
- Serving Food, Preventing Cross-Contamination at Food Bars
# PROCESS 3
Cook, Cool, Reheat, Serve (Complex)

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

## RECEIVE
Receiving Deliveries

## STORE
Preventing Cross Contamination During Storage (and Preparation)

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

## COOK
CCP: Cook to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

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

## REHEAT
CCP: Reheat to Internal Temperature of 165°F For More within 2 Hours. Check & Record Temperatures.

## HOT HOLD
CCP: Hold At or Above 135°F. Check & Record Temperatures.

## SERVE
Serving Food, Preventing Cross-Contamination at Food Bars
Food Transport Sheet

Cold foods must be at or below 41°F, hot foods must be held at or above 135°F before leaving the preparation site. All foods must maintain temperatures, cold foods held at or below 41°F, hot foods must be held at or above 135°F. Refer to SOP #26 Transporting Food to Remote Site pg. 71.

<table>
<thead>
<tr>
<th>Date</th>
<th>Prep Site</th>
<th>Receiving Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals Ordered</td>
<td>Student Meals</td>
<td>Adult Meals</td>
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<td>Pick Up Time</td>
<td>Receiving Time</td>
<td>Receiving Supervisor Signature</td>
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<tr>
<th>Menu Item</th>
<th>Portion Size</th>
<th>Number of Portions Sent</th>
<th>Temperature at Prep Site</th>
<th>Temperature at Receiving Site</th>
<th>Employee Initial</th>
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Damaged or Discarded Product Log

**District:**

**School:**

**Instructions:** Food Service employees will complete the log in its entirety each time a food or food product is damaged and/or will be discarded. The food service manager will verify that food service employees are discarding damaged food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating this log daily.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Product Name</th>
<th>Quantity</th>
<th>Corrective Action Taken</th>
<th>Reason</th>
<th>Employee Signature</th>
<th>Supervisor Signature</th>
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# Cold Holding Food Temperature Log – Documentation on Menu Worksheets

Minimum Cold Holding Temperature 41°F or below
Best Practice: Check food temperature every two hours, allow time for corrective action

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<th>Date</th>
<th>Time</th>
<th>Food Item</th>
<th>Temperature</th>
<th>Corrective Action</th>
<th>Employee Initial</th>
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## Thermometer Calibration Log – Documentation on Menu Worksheets

Calibrate thermometers prior to serving breakfast and prior to serving lunch.
Dry Storage/ Pantry Temperature Log

Record temperature of internal thermometer. Ensure temperature range is 50°F-70°F for maximizing shelf life and food quality.

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<th>Date</th>
<th>Time</th>
<th>Location/Unit Description</th>
<th>Temperature</th>
<th>Corrective Action</th>
<th>Employee Initial</th>
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Refrigeration Temperature Log

Record temperature of internal thermometer. Ensure temperature range is 32°F-40°F

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<th>Location/Unit Description</th>
<th>Temperature</th>
<th>Corrective Action</th>
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</table>
# Freezer Temperature Log

Ensure freezer is maintaining temperature. Record temperature of internal thermometer. Temperature range is 0°F-2°F

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<th>Date</th>
<th>Time</th>
<th>Location/Unit Description</th>
<th>Temperature</th>
<th>Corrective Action</th>
<th>Employee Initial</th>
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</table>
# Cooling Temperature Log

Cool food from 135°F to 70°F within the first two hours.
Cool food from 70°F to 41°F or lower within the next four hours.

<table>
<thead>
<tr>
<th>Date</th>
<th>Food Item</th>
<th>Time &amp; Temp</th>
<th>Time &amp; Temp</th>
<th>Corrective Action</th>
<th>Employee Initial</th>
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Food Temperature Log

Pathogens grow well in the temperature range from 41°F to 135°F, called the temperature danger zone. Keep TCS foods out of this range. (TCS foods refer to foods which need time and temperature control to limit this growth)

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<th>Temperature</th>
<th>Corrective Action</th>
<th>Employee Initial</th>
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Hot Holding Food Temperature Log

Minimum Hot Holding Temperature 135°F or above
Documentation on menu worksheets.
Sanitizer Log

Sanitizer buckets and sanitizer sink must be tested on a regular basis throughout the day to ensure the sanitizer is the correct strength.
## Dish Machine Monitoring Log

Refer to [Cleaning & Sanitizing SOP](#).

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</table>
### Food Safety: Safe Minimum Internal Cooking Temperatures

#### Safe Minimum Internal Cooking Temperatures

<table>
<thead>
<tr>
<th>Category</th>
<th>Food</th>
<th>Temperature (°F)</th>
<th>Rest Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce</td>
<td>Fruits</td>
<td>135</td>
<td>None</td>
</tr>
<tr>
<td>Produce</td>
<td>Vegetables</td>
<td>135</td>
<td>None</td>
</tr>
<tr>
<td>Seafood</td>
<td>Fin Fish</td>
<td>145 or cook until flesh is opaque and separates easily with a fork.</td>
<td>None</td>
</tr>
<tr>
<td>Seafood</td>
<td>Shrimp, lobster, and crabs</td>
<td>145 or Cook until flesh is pearly and opaque.</td>
<td>None</td>
</tr>
<tr>
<td>Seafood</td>
<td>Clams, oysters, and mussels</td>
<td>145 or Cook until shells open during cooking.</td>
<td>None</td>
</tr>
<tr>
<td>Seafood</td>
<td>Scallops</td>
<td>145 or Cook until flesh is milky white or opaque and firm.</td>
<td>None</td>
</tr>
<tr>
<td>Fresh Beef, Veal, Lamb</td>
<td>Steaks, roasts, chops</td>
<td>145</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Pork and Ham</td>
<td>Fresh pork</td>
<td>145</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Pork and Ham</td>
<td>Fresh ham (raw)</td>
<td>145</td>
<td>3 minutes</td>
</tr>
<tr>
<td>Pork and Ham</td>
<td>Precooked ham (to reheat)</td>
<td>140</td>
<td>None</td>
</tr>
<tr>
<td>Ground Meat &amp; Meat Mixtures</td>
<td>Beef, Pork, Veal, Lamb</td>
<td>160-165</td>
<td>None</td>
</tr>
<tr>
<td>Ground Meat &amp; Meat Mixtures</td>
<td>Turkey, Chicken</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td>Poultry</td>
<td>Chicken &amp; Turkey, whole</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td>Poultry</td>
<td>Poultry breasts, roasts</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td>Poultry</td>
<td>Poultry thighs, legs, wings</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td>Poultry</td>
<td>Duck &amp; Goose</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Stuffing (cooked alone or in bird)</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td>Eggs &amp; Egg Dishes</td>
<td>Eggs</td>
<td>Cook until yolk and white are firm</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Egg dishes</td>
<td>160</td>
<td>None</td>
</tr>
<tr>
<td>Leftovers &amp; Casseroles</td>
<td>Leftovers</td>
<td>165</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Casseroles</td>
<td>165</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Definitions:</strong></th>
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<tbody>
<tr>
<td><strong>Bacteria</strong></td>
<td>Living single-celled organisms. They can be carried by water, wind, insects, plants, animals, and people. Bacteria survive well on skin and clothes and in human hair. They also thrive in scabs, scars, the mouth, nose, throat, intestines, and room-temperature foods.</td>
</tr>
<tr>
<td><strong>Biological Hazard</strong></td>
<td>Refers to the danger of food contamination by disease-causing microorganisms (bacteria, viruses, parasites, or fungi) and their toxins and by certain plants and fish that carry natural toxins.</td>
</tr>
<tr>
<td><strong>Critical Limits</strong></td>
<td>The time and temperature ranges for food preparation and service (either cold or hot) that keep food safe.</td>
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<tr>
<td><strong>Contamination</strong></td>
<td>The unintended presence of potentially harmful substances, including microorganisms in food.</td>
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<tr>
<td><strong>Control Measures</strong></td>
<td>Steps you take to reduce the likelihood of food contamination.</td>
</tr>
<tr>
<td><strong>Critical Control Points (CCP)</strong></td>
<td>A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.</td>
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<tr>
<td><strong>Cross-Contact</strong></td>
<td>Occurs when an allergen is inadvertently transferred from a food containing an allergen to a food that does not contain the allergen. Cooking does not reduce or eliminate the changes of a person with a food allergy having a reaction to the food eaten.</td>
</tr>
<tr>
<td><strong>Cross-Contamination</strong></td>
<td>The transfer of harmful substances or disease-causing microorganisms 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.</td>
</tr>
<tr>
<td><strong>Food Allergy</strong></td>
<td>An immune-mediated adverse reaction to a food protein.</td>
</tr>
<tr>
<td><strong>Food Contact Surface</strong></td>
<td>Any equipment or utensil that normally comes in contact with food or that may drain, drip, or splash on food or on surfaces normally in contact with food. Examples: cutting boards, knives, sponges, countertops, and colanders.</td>
</tr>
<tr>
<td><strong>Foodborne Illness</strong></td>
<td>A disease that is carried or transmitted to humans by food containing harmful substances. Examples include the disease salmonellosis, which is caused by Salmonella bacteria and the disease botulism, which is caused by the toxin produced by the bacteria Clostridium botulinum.</td>
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<tr>
<td><strong>Fungi</strong></td>
<td>A group of microorganisms that includes molds and yeasts.</td>
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<tr>
<td><strong>Hazard</strong></td>
<td>A biological, chemical, or physical agent that is reasonably likely to cause illness or injury in the absence of its control.</td>
</tr>
<tr>
<td><strong>Hazard Analysis</strong></td>
<td>Review of your food service operation to find areas where food safety problems might occur.</td>
</tr>
<tr>
<td>Hazard Analysis Critical Control Point (HACCP)</td>
<td>A systemic approach to the identification, evaluation, and control of food safety hazards</td>
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<tr>
<td>Microorganism</td>
<td>A small life form, seen only through a microscope that may cause disease. Examples: bacteria, fungi, parasites, or viruses.</td>
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<tr>
<td>Outbreak</td>
<td>An incident in which two or more people experience the same illness after eating the same food.</td>
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<tr>
<td>Parasite</td>
<td>A microorganism that needs a host to survive. Examples: Cryptosporidium, Toxoplasma</td>
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<tr>
<td>Pathogen</td>
<td>A microorganism that is infectious and causes disease.</td>
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<tr>
<td>Process Approach</td>
<td>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).</td>
</tr>
<tr>
<td>Ready-to-Eat Foods</td>
<td>Food that will not be cooked or heated prior to consumption.</td>
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<tr>
<td>Spore</td>
<td>A thick-walled protective structure produced by certain bacteria and fungi to protect their cells. Spores often survive cooking, freezing, and some sanitizing measures.</td>
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<tr>
<td>Standard Operating Procedures (SOP)</td>
<td>Step-by-step written instructions for routine food service tasks that affect the safety of food.</td>
</tr>
<tr>
<td>Toxins</td>
<td>Poisons that are produced by microorganisms, carried by fish or released by plants. Examples: Botulism caused by the toxin from Clostridium botulinum, Scombroid poisoning from the naturally occurring Scombroid toxin in some improperly refrigerated fish, such as mackerel and tuna.</td>
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<tr>
<td>Virus</td>
<td>A protein-wrapped genetic material which is the smallest and simplest life-form known. Example: Norovirus, hepatitis A.</td>
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**Abbreviations:**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>TCS</td>
<td>Time/Temperature Control for Safety Foods</td>
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<tr>
<td>FIFO</td>
<td>First In First Out</td>
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<tr>
<td>GAP</td>
<td>Good Agricultural Practices</td>
</tr>
<tr>
<td>GHP</td>
<td>Good Handling Practices</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>CCP</td>
<td>Critical Control Point</td>
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<td>HACCP</td>
<td>Hazard Analysis Critical Control Point</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
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<td>PPM</td>
<td>Parts Per Million</td>
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Kitchen Hints

Garbage Disposals

**DO NOT THROW INTO DISPOSALS**

1. Avoid putting fibrous foods or tough-skinned vegetables into the disposal. The strings of celery, artichokes, asparagus, lettuce, corn husks, carrots, onion skins and potato peels can wrap around the blades, preventing proper operation of the motor.

2. Don't put extremely hard foods into the garbage disposal. Items such as bones and fruit blueberries, strawberries, peach pits can dull including and even break the unit's blades. In a worst-case scenario, hard foods will jam the disposal, preventing blades from turning and causing the motor to burn out.

3. Keep grease and greasy foods out of the disposal. Greasy foods will distribute a film over the blades, diminishing their effectiveness. Eventually, the grease will begin to decay, causing an unpleasant odor in the kitchen. Pouring grease into a garbage disposal can result in clogged drains when the grease solidifies.

4. Contrary to popular belief, egg shells have no place in the garbage disposal. Some people claim that egg shells sharpen the blades of the unit, but this is not true. The shell's stringy membrane layer can wrap around the shredder ring, and the shell itself will be ground to a sand-like consistency capable of clogging pipes.

5. Avoid putting expandable foods such as pasta and rice, taco shells into the garbage disposal. Even small particles of these foods will swell with water and eventually clog the trap.

6. Exercise common sense, and don't put non-food items into the garbage disposal. Avoid the example of homeowners who have placed rubber bands, twist ties, cigarette butts, pull tabs, fabric, sponges and plant clippings into their disposal units. These items cannot break down enough to wash down the drain.
City and County of Denver Retail Food Establishment Regulations state the following:

Section 8-106

“Live animals shall be excluded from within the food establishment, including all interior and exterior dining areas...”

Animals are prohibited in the cafeteria, serving line, and kitchen areas.
References:

Colorado Retail Food Establishment Rules and Regulations, 6 CCR 1010-2 (2013)


Rules and Regulations Governing Schools in the State of Colorado, 6 CCR 1010-6 (2005)


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