

2-1: FOOD SAFETY TEAM

The primary responsibility of the food safety team is to implement the HACCP plan within the school. Specific responsibilities include but are not limited to: monitoring prerequisite program standards, monitoring safe food handling practices, maintaining appropriate records, and training foodservice workers. Each school must have its own food safety team. There cannot be one team for the entire school district.

The team can be as large or as small as deemed necessary. In some small schools, the “team” will be the site manager and nobody else. In larger schools, the “team” might include the site manager, supervisor(s) and others.

Each month the team leader, who is also the site manager, must fill out and post the table below. This table is a listing of who is responsible for each HACCP monitoring task. Entries to the table can be typed or handwritten. Copies of monthly assignments must be filed on-site for three years plus the current year.

School Name: _____

Signature of Team Leader: _____

Month/Year: _____

Responsible Person(s) or Position Title(s)	HACCP Monitoring Task
Primary: Back-up:	Daily Operation Inspection – complete daily on monthly form first thing in the morning and during cleanup at end of day. This form includes checking dish machine, three-compartment sink set up, sanitizing buckets, hand sinks and clean up inspection. Keep on clipboard in kitchen. Refer to instruction for explanations.
Primary: Back-up:	Daily Production Record – place on clipboard in kitchen with planning information filled in by manager prior to use. This is a record of quantities of food prepared, leftovers and foods used.
Primary: Back-up:	Daily Hot-Holding Unit Inspection – place monthly form directly on each hot-holding unit or clipboard and check temperature daily with calibrated thermometer and record on monthly form prior to placing first batch of food to be sure it is at least 150°F or hotter. Set temperature between 150 °F and 160 °F to allow for the opening of door and restocking. If not, correct take corrective action.
Primary: Back-up:	Daily Refrigerator/Freezer Inspection – place monthly form directly on each refrigerator and freezer and check both the inside and outside temperature gauges. The refrigerator must be at least 41 °F and the freezer at least 0 °F. If not, take corrective action.
Primary: Back-up:	Daily Thermometer Calibration Log – complete monthly form for all thermometers.
Primary: Back-up:	Daily Store Room – place monthly form in the storeroom. Check the temperature each day. It must be between 50°F and 70°F. If not, take corrective action.

Responsible Person(s) or Position Title(s)	HACCP Monitoring Task
Primary: Back-up:	Date Marking- Determine which foods need to be date marked. Throw out food that exceed the 3-day time period.
Primary: Back-up:	Time as a Public Health Control Measure- Ensure TCS foods being served without temperature control are labeled correctly. Check labels to ensure no food exceeds the four-hour limit.
Primary: Back-up:	Sample Tray – Throw out all sample trays that are have been frozen for more than seven days.
Primary: Back-up:	Complex Foods Cooling Log – Complete the form each time a complex food is prepared.
Primary: Back-up:	Weekly Food Safety Inspections – place on clipboard and complete weekly forms at the end of a day during the week or all forms at the end of the month. Complete monthly pest control form at the end of the month. Report any corrective actions needed to manager. Keep forms on clipboard in kitchen.
Primary: Back-up:	Monthly Fire Safety and Pest Control Forms – place on clipboard and complete at the end of the month. Report any corrective actions needed to manager. Keep forms on clipboard in kitchen.
Primary: Back-up:	Annual Operation Assessment – To be completed each Spring.
Site Manager	Other Monitoring Forms -- Report from DHEC employees diagnosed with foodborne illness, food safety checklist for new workers, pest control reports from PMP, purchasing and receiving delivery reports, DHEC inspection reports, and completed verification forms and training roster.

2-2: SCHOOL DESCRIPTION

Signature of Team Leader: _____

Date completed: _____

The team leader must complete this form and then file on-site. Completed copies of this form must be updated at the beginning of each school year and kept on file for three years plus the current year.

Responses can be typed or handwritten. If the information is not available, note “*Not available.*”

SECTION I: SCHOOL

School: _____

Address: _____

Which customers do you serve? *Check all that apply.*

- ☐ Preschool children, such as Head Start
- ☐ Elementary school children
- ☐ Middle school children
- ☐ High school children
- ☐ Teachers/Administrators
- ☐ Off-site, such as alternative schools
- ☐ Other _____

Estimate the following:

_____ Number of breakfast meals served each day

_____ Number of lunch meals served each day

_____ Number of snacks served each day

_____ Number of satellite/catered meals served each day

_____ Number of meals served to teachers/administrators each day

_____ Dollar value of all a la carte sales each day

_____ Other (Please describe)

SECTION II: SCHOOL FOODSERVICE OPERATION

Which best describes the type of foodservice system used in your school? *Check only one.*

- ☐ On-site production
- ☐ Central kitchen serving multiple units. How many units do you serve? _____
If checked, list the names of the units that are served:
 - 1.
 - 2.
 - 3.
- ☐ Satellite kitchen. If checked, where do you get your food? _____
- ☐ Off-site
- ☐ Other _____

What is the length of your menu cycle? _____ weeks

Staffing- Total number of positions assigned to the operation: _____

List all positions (**not** names of workers) assigned to the operation, including part-time positions. If needed, an additional sheet can be used.

POSITION TITLES

SECTION III: FACILITY

What year was your school kitchen built? _____

Estimate how many square feet do you have available for school foodservice? _____

NOTE: Only include the square feet that you have available for preparing and serving food, not the dining area.

Has the school kitchen been renovated? ____ Yes ____ No

If yes, what year(s) was it renovated? _____

What is the general condition of your school kitchen?

- ☐ Excellent, in no need of repairs
- ☐ Very good, minimal need for repairs
- ☐ Good, needs modest repairs
- ☐ Poor, needs many repairs

NOTE: Please refer to Operation Assessment for details.

Are you on a public water system? ____ Yes ____ No

If no, when was the last time that your water was tested? _____

SECTION IV: LARGE EQUIPMENT

The Central Office should have a list of all of your equipment and the date it was purchased. If the School Nutrition Director chooses to keep the list at the Central Office, note this on the form below. If the School Nutrition Director chooses to share the list with each school, file the list provided to you or enter the information onto the form.

Large equipment includes items that are not easily moveable. Examples include freezer, refrigerator, slicer, oven, fryers, hot-holding cabinets, and mixers. Equipment does not include items such as knives, dishes, cutting boards, and glassware. **NOTE:** Do not use the District's Depreciation List.

TYPE AND MODEL OF LARGE EQUIPMENT	ESTIMATE DATE PURCHASED

SECTION V: SPECIALTY FOODS

Are ultra-high temperature foods used in the operation? ☐ Yes ☐ No

DEFINITION: *Ultra High Temperature (UHT) involves heating the food using commercially sterile equipment and filling it under aseptic conditions into hermetically sealed packaging. The product is termed "shelf stable" and does not need refrigeration until opened. The most common product is milk but other products include fruit juices.*

If yes, what foods are UHT? _____

Are vacuum packaged potentially hazardous foods used in the operation? ☐ Yes ☐ No

DEFINITION: *Vacuum packaged foods are packaged in containers (rigid or flexible), from which substantially all air has been removed prior to final sealing of the container. This is a form of "modified atmosphere" because normal room air is removed from the package.*

If yes, what foods are vacuum packaged? _____

SECTION VI. HAZARD COMMUNICATIONS

List all hazardous chemicals used in your foodservice operation and briefly state their purpose. Some chemical suppliers provide this information to school foodservice operations. If you already have a binder of this information provided to you by your chemical supplier, file it on-site with your other HACCP materials and note this on this form. In some schools, the **Safety Data Sheet (SDS)** binder is stored on a rack on the wall in the kitchen. This is an acceptable storage location for this information; it does not need to be removed and stored with other HACCP materials. **SDS's** must be filed for 30 years. This form should be filed at the front of the **SDS** binder – alphabetize.

NOTE: It is important that you understand the content of the **Safety Data Sheets**. The **SDS** contains data regarding the properties of a particular substance. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. Therefore, highlight the following information on each **SDS** – chemical name, emergency number, first aid, and protective gear.

NAME OF THE HAZARDOUS COMPOUND	PURPOSE/USE IN OPERATION	DO YOU HAVE THE SDS ON FILE?	DO YOU UNDERSTAND THE EMERGENCY PROCEDURES?
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N
		Y N	Y N

List all personal protective equipment that you have available to protect operators when they are using any of the hazardous compounds listed in the table on the previous page. Examples include: eye wash, masks, and gloves.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

2-3: OPERATION ASSESSMENT (Annual Inspection)

After the **SCHOOL DESCRIPTION** form is completed, the operation assessment must be performed once per year. This assessment will typically take between one and two hours to complete. Some standards will need to be assessed in conjunction with the maintenance staff. Other standards must be evaluated using the past two quarterly SC DHEC inspection reports – these are noted in *italics* adjacent to the standard.

Before beginning the assessment, collect the quarterly inspection reports for the past three years and file them with the completed form. If the inspection report is used to assess a standard, note directly on the **OPERATION ASSESSMENT** form the date of the inspection report used and the violation number cited on the report.

An operation assessment must be performed every year, preferably in the spring, so corrections can be made prior to opening the school in the fall. Responses can be handwritten or typed. It might take more than one day to complete the assessment. If so, record the date the assessment was completed, not the date that assessment was begun. Completed assessments need to be kept on file for at least three years plus the current year. The current year assessment must be filed on-site in the school. All other years can be stored off-site.

School: _____ **District:** _____

Signature of Responsible Person*: _____

Date Assessment Completed: _____

** Typically the Food Safety Team Leader will complete the assessment. However, in some schools the Food Safety Team Leader/Site Manager will assign this task to another Food Safety Team member. If so, then the name of this person must be listed on the Food Safety Team table (shown in Binder 2-1) and their HACCP Responsibility we will be “Annual Operation Assessment.”*

Section I: Assessment of Menus and Recipes

Menu		
Menu and Recipe Summary updated and filed in Binder 1.	Yes	No
Standardized recipes/procedures are in Binder 1 or available electronically for <u>all</u> menu items prepared in the operation. This includes á la carte items.	Yes	No
Temperature-related critical control points (CCPs) are on all standardized recipes/procedures. All CCPs are italicized, bold faced, and/or underlined.	Yes	No

Section II: Assessment of Hygiene, Sanitation, and Facility Standards

FACILITIES			
Facility standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Floors, walls, and ceilings are smooth, nonabsorbent, and in good repair. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Floors are wear-resistant, slip-resistant, nonporous, and graded to drain. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Adequate floor drainage is in high moisture areas, such as the dishwashing area and the food preparation area(s). <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Lights positioned so workers do not cast shadows onto work surface. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Light bulbs shielded, coated, and/or shatter-proof in all areas. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Work areas have sufficient light. <i>Use the last two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
The ventilation system meets local regulations and is properly constructed. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Washing machine and dryer available to launder and dry linens.	Yes	No	N/A
If a sink is used to wash wiping cloths, sink designated for this task is not used for food preparation available to launder wiping cloths. NOTE: <i>Only wiping cloths can be laundered in a sink; other linens must be laundered in a washing machine and machine dried.</i>	Yes	No	N/A

FACILITIES (continued)			
If cleaned wiping cloths are line dried, area designated for drying is away from food prep and storage areas. NOTE: <i>Only cleaned wiping cloths can be line-dried, all other linens must be machine dried.</i>	Yes	No	N/A
Wiping cloths and towels stored in a clean, dry area that is at least six inches off floor.	Yes	No	N/A
At least one garbage can that is large enough to handle all garbage is located in each work area.	Yes	No	N/A

EQUIPMENT			
Equipment standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
If available, manufacturer instructions for each piece of equipment currently used in the operation are available at the site.	Yes	No	N/A
Equipment is installed according to manufacturer instructions, is in good condition, and is used as approved. <i>Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Equipment maintenance schedules have been determined and a copy is filed in <i>Binder 2-4: Prerequisite Programs</i> .	Yes	No	N/A
<i>All equipment is commercial-grade, except for coffee makers and microwave ovens. Use the past two SC DHEC foodservice inspection reports to determine if in compliance. If checked "No", note the date and violation number _____.</i>	Yes	No	N/A
Stationary equipment is mounted on legs that are at least six inches off the floor or sealed to a masonry base.	Yes	No	N/A
Stationary equipment mounted on legs on a tabletop is at least four inches between the base of the equipment and the tabletop.	Yes	No	N/A
All cracks or seams are filled with a nontoxic, food-grade sealant. <i>Check with maintenance staff to determine what type of sealant is being used.</i>	Yes	No	N/A

WORKERS			
Worker standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
TRAINING			
Training standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Training records are reviewed and the training needs are determined for the year. NOTE: <i>Training needs must be submitted to the District Director.</i>	Yes	No	N/A
PEST CONTROL			
Pest control standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
A map of the facility's interior and exterior layout is on file at the school. <i>Check with maintenance staff for this information.</i>	Yes	No	N/A
A licensed pest management professional (PMP) is on staff or on contract.	Yes	No	N/A
Cracks and crevices sealed and screens closed and in good condition. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
Openings that surround wiring, drain pipes, vents, and flues caulked or sealed. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
Windows and vents covered with at least a 16-mesh wire screening. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
Cracks and gaps covered at all exterior doors and walls. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
Air curtains or fly fans installed, if necessary, and used.	Yes	No	N/A
Lighting installed away from exterior doors. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
Areas surrounding light switches, permanently mounted bulletin boards, and vent hoods caulked and sealed. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A

All pipes and electrical lines sealed with wire mesh (copper pads) and/or caulking. <i>Have maintenance staff help evaluate this standard.</i>	Yes	No	N/A
CLEANING AND SANITIZING			
Cleaning and sanitizing standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
A master cleaning schedule is in place and a copy is filed in <i>Binder 2-4: Prerequisite Programs</i> . (See Table 1 in <i>Binder 2-4 Prerequisite Programs</i> for suggestions.)	Yes	No	N/A
CLEANING AND SANITIZING – High-temperature Dish machine			
A thermometer is installed on the machine to measure the temperature of water at the manifold, where it sprays into the tank, and is properly working. <i>Have maintenance staff help to evaluate this standard.</i>	Yes	No	N/A
HAZARD COMMUNICATIONS			
Hazard communications standards outlined in <i>Binder 2-4: Hygiene, Sanitation, and Facilities Standards</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Hazardous chemicals that are past dated or that have not been used within one year are properly discarded. <i>NOTE: Check with your local health department for more information about proper disposal of hazardous chemicals.</i>	Yes	No	N/A
During the previous school year, workers were trained on how to properly use hazardous chemicals that are in the operation.	Yes	No	N/A

Section III: Assessment for Safe Food Handling Standards

PURCHASING AND RECEIVING			
Purchasing and receiving standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
DRY STORAGE			
Dry storage standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Thermometer to measure air temperature is located in the dry storage area.	Yes	No	N/A
REFRIGERATED STORAGE			
Refrigerated storage standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Refrigerator thermometers are properly placed in the refrigerated storage area.	Yes	No	N/A
PREPARATION			
Preparation standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
Potable (drinking) water is available to make ice.	Yes	No	N/A
FROZEN STORAGE			
Frozen storage standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
A freezer thermometer is properly placed in the frozen storage area.	Yes	No	N/A

HOLDING AND SERVING			
Holding and serving standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
LEFTOVERS AND ADVANCE PREPARATION			
Leftovers and advance preparation standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood.	Yes	No	N/A
TRANSPORTING			
Transporting standards outlined in <i>Binder 2-5: Safe Food Handling Procedures</i> have been reviewed by the Food Safety Team Leader and are clearly understood	Yes	No	N/A

Operation Assessment -- Summary of Problems Noted

School: _____ **District:** _____

Signature of Responsible Person*: _____

Date Assessment Completed: _____

Please note the problems that were identified during your assessment in the space below. Keep the original on-site and make one copy for the School Nutrition Director so they can assist you in determining how to correct the problems. Additional sheets can be used, if needed.

Problem Identified	Date Corrected
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

* Typically the Food Safety Team Leader will complete the assessment. However, in some schools the Food Safety Team Leader/Site Manager will assign this task to another Food Safety Team member. If so, then the name of this person must be listed on the Food Safety Team table (shown in Binder 2-1) and their HACCP Monitoring Task must be listed as "Annual Operation Assessment."

2-4: Hygiene, Sanitation, and Facility Standards

Page	Standards
2	FACILITIES
4	EQUIPMENT – Selection and Installation
4	EQUIPMENT – Maintenance
5	WORKERS – Health
6	WORKERS – Appearance
7	WORKERS – Other Hygienic Practices
8	WORKERS – Handwashing
8	TRAINING
9	PEST CONTROL
11	CLEANING AND SANITIZING – Three-Compartment Sink
12	CLEANING AND SANITIZING – Low-Temp Dishmachine
13	CLEANING AND SANITIZING – High-Temperature Dishmachine
14	CLEANING AND SANITIZING – In-place Equipment
14	CLEANING AND SANITIZING – Thermometers
14	CLEANING AND SANITIZING – Wiping Cloths and Towels
15	CLEANING AND SANITIZING – Vomit and Fecal Matter
15	HAZARD COMMUNICATIONS
16	HANDOUT 1: Food Safety Checklist for New Workers
18	Food Safety Checklist for New Workers – Summary Sheet
22	HANDOUT 2: Vomit Clean-Up
24	TABLE 1: Cleaning Schedule and Procedures
42	TABLE 2: Advantages and Disadvantages of Different Chemical Sanitizers

Description: The standards presented in this section are based on the current *SC Foodservice Rules*. The standards in this section address facilities, equipment, workers, cleaning, sanitizing, and pest control. Standards that address safe food handling are outlined in 2-5: Safe Food Handling.

FACILITIES (F)	MONITORING FREQUENCY
F1: Floors, walls, and ceilings are smooth, nonabsorbent, and in good repair.	Annual
F2: Floors are wear-resistant, slip-resistant, nonporous, and graded to drain.	Annual
F3: Adequate floor drainage is in high moisture areas, such as the dishwashing area and the food preparation area(s).	Annual
F4: Lights positioned above workstations so workers do not cast shadows onto their work surface.	Annual
F5: Light bulbs shielded, coated, and/or shatterproof are in all areas.	Annual
F6: Work areas have sufficient light: Walk-ins and dry storage – 10 foot-candles (110 lux) of light Self-service bars or where fresh produce or packaged food is displayed – 20 foot-candles (220 lux) of light Food preparation areas– 50 foot-candles (540 lux) of light <i>Lux is equal to the total intensity of light that falls on a one square meter surface that is one foot away from the point source of light. In the past the measure used was foot candle. A foot candle is equal to the total intensity of light that falls on a one square foot surface that is one foot away from the point source of light. Your local health department has equipment that can be used to measure this and could do so during their foodservice inspection.</i>	Annual
F7: The ventilation system meets appropriate regulations. <i>(Ventilation problems should be noted on the DHEC inspection form)</i>	Annual
F8: The ventilation system is turned on while food equipment under the hood is turned on.	Daily

FACILITIES (continued)	MONITORING FREQUENCY
F9: At least one garbage can that is large enough to handle all garbage is in each work area. Work areas are all areas where food is stored, prepared, and/or served. NOTE: <i>It is best to have a tight-fitting lid available <u>but</u> if a lid is not available, then the garbage can liner must be kept tied when the can is not in use.</i>	Annual
F10: Appropriately sized plastic liners line all garbage cans located in each work area.	Monthly
F11: Recyclables stored in clean, pest-proof containers are located as far away from the building as local regulations allow.	Monthly
F12: Dumpster and dumpster pad area are maintained in a clean condition.	Monthly
F13: Sand urns located in smoking/break areas are maintained and emptied weekly <i>if smoking is allowed on school property.</i>	Monthly
F14: Garbage is removed from all work areas at least once per day. NOTE: <i>Trash in plastic bags that are tied can be stored near the back door as long as they are removed once per day.</i>	Daily
F15: Garbage cans located inside food preparation and service area are washed daily inside and out with hot, soapy water and rinsed well.	Daily

EQUIPMENT STANDARDS – Selection and Installation (ES)	MONITORING FREQUENCY
ES1: All equipment is commercial-grade except for microwave oven, coffee machines, and washing machines, which can be home-style units. NOTE: Some insurance providers do not allow for the use of home-style equipment so check with your insurance provider to be sure that these types of equipment are allowed.	Annual
ES2: All equipment is installed, in good working condition, and used according to manufacturer instructions.	Annual
ES3: Stationary equipment is mounted on legs that are at least six inches off the floor or are sealed to a masonry base.	Annual
ES4: Stationary equipment is mounted on legs on a tabletop at least four inches between the base of the equipment and the tabletop.	Annual
ES5: All cracks or seams are filled with a nontoxic, food-grade sealant.	Annual

EQUIPMENT – Maintenance (E-M)	MONITORING FREQUENCY
E-M1: Thermometer accuracy is checked daily and as needed (see Handout 1: Calibrating a Thermometer in 2-5: Safe Food Handling Procedures).	Daily

WORKERS – Health (W-H)	MONITORING FREQUENCY
W-H1: Workers must be excluded * (cannot be working in the operation) if vomiting, or have diarrhea until they no longer show symptoms for 24 hours <u>OR</u> they receive medical clearance.	As needed
W-H2: Workers must be excluded* (cannot be working in the operation) until they receive medical clearance if: <u>diagnosed</u> with illness associated with <i>Shigella</i>, Norovirus, <i>E. coli</i>, Salmonella Typhi, nontyphoidal Salmonella or Hepatitis A. have onset of jaundice within 7 days <i>NOTE: Always contact the School Foodservice Director before taking action. The School Foodservice Director can get further guidance by contacting the local health department. In addition workers must review and complete the 'Employee Health and Personal Hygiene Handbook' available at http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/UCM194575.pdf.</i> <i>If the district's Employee Health Policy covers the required information and the worker has acknowledged understands policy the 'Employee Health and Personal Hygiene Handbook' is not required.</i>	As needed
W-H3: Workers must be restricted if exposed: Norovirus, for at least 48 hours from the time of exposure; <i>Shigella</i> spp. or <i>E. coli</i> O157:H7, for at least 3 days from exposure; <i>Salmonella Typhi</i>, for at least 14 days from exposure; or Hepatitis A virus, until after training has been given about symptoms, the use of bare hand contact with RTE food to avoid contamination, proper handwashing, or until at least 30 days from the initial exposure.	As needed
W-H4: Workers must be restricted ** if they have a sore throat with fever.	As needed
W-H5: Foodborne illness complaints reported to child nutrition staff are documented (2-6: Monitoring -- Foodborne Illness Complaint Log) and reported to SC DHEC.	As needed
W-H6: Workers who have infected cuts, abrasions, or sores on their hands and forearms are wearing bandages and non-latex, single-use gloves over the bandages.	As needed
W-H7: Workers are not sneezing or coughing near foods.	Daily

***“Exclude”** means to prevent a person from working as an employee in a retail food establishment or entering a retail food establishment as an employee.

****“Restrict”** means a food employee’s activities are limited to prevent the risk of transmitting a disease that is transmissible through food. A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

WORKERS – Appearance (W-A)	MONITORING FREQUENCY
W-A1: Workers are wearing District-approved clothing when they arrive to work--clean clothing and non-skid closed-toe shoes.	Daily
W-A2: Workers are wearing District-approved hair restraints.	Daily
WA-3: Workers with beards or mustaches keep them neat and trimmed, and beard restraints must be worn by workers who have a beard.	Daily
WA-4: Workers have short and clean fingernails and are not wearing nail polish or false nails.	Daily
WA-5: Workers are wearing no jewelry on hands or forearms except for a plain wedding band.	Daily

WORKERS – Other Hygienic Practices (W-O)	MONITORING FREQUENCY
W-O1: Workers bathe daily.	Daily
W-O2: Workers eat only in designated break areas. If beverages are consumed in food preparation and service areas, the beverage is in a cup with a lid and straw <u>and</u> is not stored on food preparation tables.	Daily
W-O3: Workers do not touch hair, hair restraints, clothes, or skin while preparing food <u>unless</u> they properly wash their hands immediately afterwards.	Daily
W-O4: Workers put on a new pair of single-use, non-latex gloves: • when switching from working with a raw food to a ready-to-eat food, • after cleaning tables, scraping, or washing dirty dishes and utensils, • when they become torn, and/or • after four hours of constant use with the same type of food item.	Daily

WORKERS – Handwashing (W-H)	MONITORING FREQUENCY
W-H1: Workers scrub all surfaces of their hands with warm water and hand soap for at least 15 seconds, then rinse under warm running water, and thoroughly dry with a single-use towel. <i>Nail brushes are NOT required.</i>	Daily
W-H2: Workers wash their hands: before beginning work, before putting on gloves, when switching from working with a raw food to a ready-to-eat food after cleaning tables, scraping, or washing dirty dishes and utensils, and after loading the dish machine and before unloading clean items from the dishmachine.	Daily
W-H3: Handwashing is done in an approved handwashing sink that has running water at 100°F or hotter, handsoap, and single-use towel dispenser.	Daily
W-H4: Workers do <u>not</u> touch exposed cooked or ready-to-eat foods with their bare hands. <i>These foods must be handled using properly cleaned and sanitized utensils; non-latex, single-use gloves; deli tissues; or other acceptable utensil.</i>	Daily

TRAINING (T)	MONITORING FREQUENCY
T1: All site managers, field supervisors, and School Nutrition Directors complete a two-hour training on How to Implement the SC School HACCP Plan.	Annual
T2: All site managers and lead assistant managers complete a food protection certification course approved by the SC Department of Education every five years.	Annual
T3: All operators will complete a basic food safety training approved by SC Department of Education (at least two hours in length) every three to five years. The frequency of training will be determined by the School Nutrition Director.	Annual

TRAINING (T) continued	MONITORING FREQUENCY
T4: The site manager (or their designee) complete HANDOUT 1: Food Safety Checklist for New Workers within two days after a new employee begins working in the operation. <i>NOTE: The Food Safety Checklist should be administered to all employees at the beginning of each year.</i>	Annual
T5: The site manager (or their designee) will show all new workers where the two HACCP binders are located and review expectations related to the HACCP Plan.	As needed

PEST CONTROL (PC)	MONITORING FREQUENCY
P1: A licensed pest management professional (PMP) is on staff or is on contract to service the operation.	Annual
P2: A map of the facility's interior and exterior layout is available on-site and updated each year so workers can mark exactly where evidence of pests were found and where bait traps were placed.	Annual
P3: Cracks and crevices are sealed and screens closed and in good condition.	Annual
P4: All openings that surround wiring, drain pipes, vents, and flues are caulked or sealed.	Annual
P5: Windows and vents are covered with at least a 16-mesh wire screening.	Annual
P6: Cracks and gaps are covered at all exterior doors and walls.	Annual
P7: Air curtains or fly fans are installed, if necessary, and used.	Annual
P8: Lighting are installed away from exterior doors because lights can attract flying insects.	Annual

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PEST CONTROL (continued)	MONITORING FREQUENCY
P9: Areas surrounding light switches, bulletin boards, and vent hoods are caulked and sealed.	Annual
P10: All pipes and electrical lines are sealed with wire mesh (copper pads) and/or caulking.	Annual
P11: All pesticides are dispensed and applied by a licensed pest management professional (PMP) as needed. <i>Managers will call for additional pest control visits on an as needed basis when there are noticeable problems between regularly scheduled visits.</i>	As needed
P12: All food-contact surfaces are washed, rinsed, and sanitized <i>after</i> all PMP visits.	As needed
P13: Instructions on product labels are followed when foodservice workers are using pesticides.	As needed
P14: The building exterior and perimeter is clean and free of clutter and debris.	Monthly
P15: Insecticides and rodent traps are properly used in and near the garbage and waste area.	Monthly
P16: Trapping devices or other means of pests control are properly maintained and used.	Monthly
P17: Pesticides are kept in their original containers and properly stored.	Monthly
P18: Floor drains are free of food particles and other debris.	Daily

CLEANING AND SANITIZING – Three-Compartment Sink (CS-TCS)	MONITORING FREQUENCY
CS-TSC 1: All items rinsed, scraped, or soaked before washing them in a three-compartment sink.	Daily
CS-TSC 2: All items washed in the first sink using a detergent solution that is at least 110°F.	Daily
CS-TSC 3: All items rinsed or spray rinsed in the second sink using water that is at least 110°F.	Daily
CS-TSC 4: All items immersed in the third sink in hot water that is at least 171°F <u>or</u> immersed in a properly prepared chemical sanitizing solution.	Daily
CS-TSC 5: All items cleaned and sanitized in a three-compartment sink are air-dried before storing on clean shelves that are at least six inches off floor.	Daily

CLEANING AND SANITIZING – Low-Temperature Dishmachine (CS-CD)	MONITORING FREQUENCY
CS-CD1: The interior and exterior of a chemical dishmachine is cleaned daily and is in good repair.	Daily
CS-CD2: All detergent and sanitizer dispensers are properly filled before the first wash cycle of the day.	Daily
CS-CD3: Wash water must be at least 120°F.	Daily
CS-CD4: Chemical sanitizing rinse water must be between 75°F and 120°F.	Daily
CS-CD5: All items are scraped, rinsed, or soaked before properly loading them into the machine.	Daily
CS-CD6: Pressure is at the level recommended by the manufacturer. See manufacturer instruction booklet for this information.	Daily
CS-CD7: Sanitizing concentration is measured before the first wash cycle of the day.	Daily
CS-CD8: All items cleaned and sanitized in a low-temp dish machine are air-dried before storing on clean shelving that is at least six inches off floor.	Daily

CLEANING AND SANITIZING – High-Temperature Dishmachine (CS-HTD)	MONITORING FREQUENCY
CS-HTD1: A thermometer installed on machine to measure water temperature at manifold and is properly working.	Annual
CS-HTD2: The interior and exterior of a high-temperature dishmachine is cleaned daily.	Daily
CS-HTD3: All detergent dispensers are filled to levels recommended by the manufacturer.	Daily
CS-HTD4: The pressure is at the levels recommended by the manufacturer. <i>See manufacturer instruction book for this information.</i>	Daily
CS-HTD5: All items are scraped, soaked, or rinsed before properly loading them into the machine.	Daily
CS-HTD6: The temperature of the wash and rinse water for a high-temperature dishmachine is as follows: • Single-tank, stationary-rack, dual-temperature machine • Wash temperature – 150 °F and final rinse temperature – 180 °F • Single-tank, stationary-rack, single-temperature machine • Wash temperature – 165 °F and final rinse temperature – 165 °F • Single-tank, conveyor machine • Wash temperature – 160 °F and final rinse temperature – 180 °F • Multiple-tank, conveyor machine • Wash temperature – 150 °F • Pumped rinse temperature – 160 °F • Final rinse temperature – 180 °F • Single-tank, pot, pan, and utensil washer (either stationary or moving rack) • Wash temperature – 150 °F and final rinse temperature – 180 °F	Daily
CS-HTD7: All items cleaned and sanitized in high temperature dishmachine are air-dried before storing on clean shelves that are at least six inches off the floor.	Daily

CLEANING AND SANITIZING– In-place Equipment (CS-IE)	MONITORING FREQUENCY
CS-IE1: Equipment is unplugged before cleaning and food and soil removed from under and around equipment.	Daily
CS-IE2: Detachable parts are removed and manually washed, rinsed, and sanitized or run through a dishmachine.	Daily
CS-IE3: All food-contact surfaces that cannot be removed are washed and rinsed, then wiped or sprayed with a properly prepared sanitizing solution.	Daily
CS-IE4: All parts clean and sanitized in place are air-dried, then reassembled.	Daily
CS-IE5: Food-contact surfaces touched with bare hands during reassembly are sanitized again.	Daily

CLEANING AND SANITIZING – Thermometers (CS-T)	MONITORING FREQUENCY
CS-T1: The probe or stem of a thermometer is cleaned and sanitized between checking temperatures of different foods.	As needed

CLEANING AND SANITIZING – Wiping Cloths and Towels (CS-WC)	MONITORING FREQUENCY
CS-WC1: Wiping cloths and towels stored in a clean, dry area that is at least six inches off the floor.	Daily
CS-WC2: All linens except for wiping cloths washed in a washing machine and then machine dried.	Daily
CS-WC3: Wiping cloths washed in a washing machine or in a sink that is not used for food preparation. Cleaned wiping cloths dried in a dryer or line dried in the operation away from food preparation and storage areas.	Daily

CLEANING AND SANITIZING – Vomit Matter (CS-V)	MONITORING FREQUENCY
CS-V1: Vomit removed according to guidelines outlined in Handout 2: Vomit Clean-up. NOTE: Foodservice staff is <u>not</u> clean up vomit.	As needed
HAZARD COMMUNICATIONS (HC)	MONITORING FREQUENCY
HC1: A list of all hazardous chemicals used in the foodservice operation is available at each site (see 2-2: School Description).	Annual
HC2: Safety Data Sheets (SDS) are available for all hazardous chemicals used in the operation.	Annual
HC3: Safety Data Sheets (SDS) are stored alphabetically in a binder in a location that is accessible to all workers.	Annual
HC4: All hazard chemicals, if in the original container, must have the original label secured to the container. NOTE: <i>Label with a permanent marker the original container in a conspicuous location with an “X” that is at least two inches in height or secure a poison control sticker on the container to alert all workers that the product is hazardous.</i>	
HC5: The holding container of all hazardous chemicals, if removed from original container, is properly marked with a permanent marker in English (and other languages as needed) with: (1) common name of the contents; (2) appropriate hazard warnings <i>[it can be any message, words, pictures or symbols that convey the hazards of the chemical(s)]</i> on container; (3) names and addresses of the manufacturers or other responsible parties; (4) date on container; and (5) an “X” that is at least two inches in height <u>or</u> secure a poison control sticker on the container to alert all workers that the product is hazardous.	Monthly
HC6: Hazardous chemicals that are past dated or that have not been used within one year are properly discarded. NOTE: <i>Contact the local health department for guidelines about the disposal of hazardous waste.</i>	Annual
HC7: Workers receiving training about proper use of hazardous chemicals.	Annual
HC8: Procedures used by the custodians that describe how vomit is cleaned up in the school foodservice environment are available on-site.	Annual

HANDOUT 1: Food Safety Checklist for New Workers

Name of Employee: _____

Position: _____

PROCEDURE	EXPLAINED*
Personal Hygiene	
Clean clothes worn to work	
Hair restraint	
Bathe daily	
Jewelry – limited to plain wedding band	
Fingernails – short, unpolished, clean with no artificial nails	
Health policy [see WORKERS – Health (W-H)]	
Open sores, cuts, abrasions, or burns must be completely covered when handling food.	
Smoking policy	
Sneezing/coughing and associated appropriate behaviors	
Eating, drinking, and gum chewing only in designated areas	
Break and meal policy – where and when breaks and meals occur	
Locker room – storage of personal items	
Handwashing and Glove Use	
Handwashing procedures – when, where, and how to wash hands	
Use of disposable gloves – when to change	

HANDOUT 1: Food Safety Checklist for New Workers (continued)

Cleaning and Sanitizing	
Wiping cloth and towel use	
Cleaning and sanitizing	
Use of test strips to determine sanitizer strength	
SDS location and proper use of hazardous chemicals	
Receiving and Storage	
Criteria for receiving foods	
Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers	
Preparation	
Use of separate, cutting boards, knives and utensils for raw meats, fish and poultry	
Food temperatures – storage, cooking, and holding	
Leftovers	

* If not part of job responsibility, note as not applicable (N/A).

I understand these policies and procedures and I agree to follow these policies and procedures because of their importance I keeping food safe for our children. I understand that following these policies and procedures are a condition of employment in this school and school district.

Employee Signature

Date

Site Manager Signature

Date

Food Safety Checklist for New Workers

Personal Hygiene
Clean clothes worn at work -- Work aprons are <i>not</i> to be worn to work; they must be put on after arriving to work. Work aprons must always be removed when going to the bathroom and when taking out garbage.
Hair restraint -- A hair restraint, such as a hair net, cap, or wrap around visor, must be worn in a way that keeps hair from getting into food. Long hair must be pulled back and restrained. Wigs are not substitutes for a hair restraint.
Bathe daily – Workers must be clean when arriving to work.
Jewelry – limited to plain wedding band -- No jewelry can be worn while working. This includes earrings, necklaces, rings, bracelets, watches, and medical alert bracelets. The only exception is that a plain wedding band, with no gemstones, can be worn. A medical alert bracelet can be worn as an ankle bracelet or on a chain as a necklace <i>if</i> the chain is long enough to tuck into one's shirt.
Fingernails – short, unpolished, clean with no artificial nails -- Long fingernails, artificial fingernails, and polished fingernails are not allowed. Workers must keep their nails clean, trimmed, and filed.
Illness policy -- If you have a sore throat with fever, diarrhea, vomiting, or nausea, tell your manager as these are all possible symptoms of foodborne illness. You must tell your manager if you have been diagnosed with a foodborne illness caused by – <i>E. coli</i> 0157:H7, <i>Shigella</i>, <i>Salmonella</i> Typhi, nontyphoidal <i>Salmonella</i>, Norovirus, or Hepatitis A virus. If you have one of the four symptoms of foodborne illness, you will <i>only</i> be allowed to work when you no longer exhibit the symptoms. If you have been diagnosed with one of the big six pathogens, you must provide medical documentation before you can return to work.
Open sores, cuts, abrasions, or burns must be completely covered when handling food -- If you have an infected cut/lesion/boil on your hands or forearms, bandage it and wear non-latex single-use gloves over it.

Smoking policy -- Smoking in food storage, food preparation, and dishwashing areas is not allowed. Smoking is only allowed in an area designated by the site manager. Some schools do not allow smoking anywhere on school property.
Sneezing/coughing and associated appropriate behaviors -- Any time you sneeze, cough, touch your hair or body, you must properly wash your hands. Proper handwashing means scrubbing the entire surface of the hands for at least 15 seconds with handsoap and warm water at the handwashing sink and drying with a clean paper towel.
Eating, drinking, and gum chewing only in designated areas – Only beverages that are in a lidded cup with a straw can be consumed while working. While in use, the drink cup must be stored in a location away from food preparation and that is designated by the site manager and no where else. Eating is also not allowed except in areas designated by the site manager. Gum chewing is not allowed at any time any where in the operation.
Break and meal policy – where and when breaks and meals occur – Eating is not allowed while working except during breaks in an area designated by the site manager.
Locker room – storage of personal items – Personal belongings can only be stored in an area designated by the manager.
Handwashing and Glove Use
Handwashing procedures – when, where, and how to wash hands -- Hands must be washed for at least 15 seconds using handsoap and warm water at a handwashing sink and then be dried with a clean paper towel. Hands must be washed: • after using the bathroom; • after coughing, sneezing, smoking, eating, or drinking; • before putting on gloves; • when switching between raw and ready-to-eat food; • after handling garbage or trash; • after handling dirty equipment or utensils; and • before and during food preparation. • any time you leave the food preparation area and return (such as going on the dock, going to the cash register, etc.)

Use of disposable gloves – when to change -- Hands must be properly washed before putting on non-latex, single-use gloves. Always change gloves when they tear; before beginning a new task; every four hours when doing the same task; and after handling raw meat, fish, or poultry.

Cleaning and Sanitizing

Wiping cloths and towel use – Dirty wiping cloths and towels are to be stored in a bucket labeled “Dirty”. Clean wiping cloths and towels are to be stored in a clean dry area at least six inches off the floor. At the end of the day towels must be washed in a washing machine and then dried in a dryer. Wiping cloths can be washed in three-compartment sink and line-dried away from food.

Cleaning and sanitizing – follow proper procedures to clean all items.

Use of test strips to determine sanitizer strength – The proper chemical test strips must be used to check the strength of sanitizing solutions prepared in the three-compartment sink, wiping cloth buckets, and spray bottles. Each time new sanitizing solution is made the strength of the solution must be checked.

SDS location and proper use of hazardous chemicals -- **Safety Data Sheet(s) (SDS)s** are in each school cafeteria. The storage location varies across sites. An **SDS** is required for all hazardous chemicals, including bleach, floor cleaners, air fresheners, and the items in the first aid kit. When handling any hazardous chemicals, you must use the product as stated on the label, wear proper protective gear, and properly store them.

Receiving and Storage

Criteria for receiving foods – If assigned the task of checking shipments of food when it arrives, inspect foods within ten minutes of its arrival. Detailed criteria is outlined in HACCP Binder 2. Potentially hazardous foods that arrive cold must be 41°F or colder, frozen foods must be 0°F or colder, and hot foods at least 135°F. Food that is not at proper temperatures or that is in a damaged container, is past dated, or for which the label is missing must be rejected. Produce and baked goods that are moldy must also be rejected. Rejected foods are stored in an area designated by the site manager.

Storage conditions – cleanliness, foods on floor, and temperature of refrigerators and freezers

- Never remove labels from food packages or chemical containers.
- Rotate products so the oldest food is in front and newest in back; discard past-dated food.
- Keep refrigerators at 39°F or colder, freezers at 0°F or colder, and hot-holding cabinets at least 135°F.
- Store food, single-use articles, and clean items at least six inches off the floor in storage areas that are clean and dry.
- Store cleaning supplies and other chemicals separate from all food, equipment, dishes, utensils, linens, and single-use items.
- Do not remove cleaning supplies and chemicals from their original containers unless mixing for use.
- Do not overload freezers and do not put hot food inside the freezer.
- Keep refrigerator and freezer doors closed as much as possible.
- Store raw foods below cooked or ready-to-eat foods.

Preparation

Use of separate, cutting boards, knives, and utensils for raw meats, fish, and poultry – Clean and sanitize items between uses.

Food temperatures – storage, cooking, and holding – Foods must be at proper temperatures. All foods that are hot-held must be at 135°F or hotter and cold foods at 41°F or colder. Cooking temperatures are noted on the standardized recipe or standardized procedure, which must be used to prepare food.

Leftovers – All leftovers must be used within three days and pre-prepared foods within one menu cycle.

HANDOUT 2: Vomit Clean-Up

Training Staff In Clean-Up Procedures -- identify one or two school employees, typically environmental services or housekeeping staff, to be in charge of cleaning up vomit episodes. *Food workers must never clean up bodily fluids.*

- Train designated workers in proper:
 - use of personal protection equipment in the bodily fluid clean-up kit;
 - cleaning and disinfecting of surfaces contaminated by bodily fluids;
 - disposal methods of vomit.

Body Fluid Clean-Up Kit -- Kits can be purchased or assembled in-house. Bodily fluid clean-up kits should contain the following:

- **Protective gear***
 - 2 pairs of disposable, non-latex gloves
 - 1 face mask
 - 1 disposable gown with sleeves
- **Cleaning supplies**
 - 1 sealable, plastic bag with twist tie
 - 1 scoop/scrapper
 - paper towels
 - absorbent powder/solidifier (such as kitty litter)
 - bottle of disinfectant (OSHA recommends 1 and 2/3 cups bleach in 1 gallon of water [1:10 dilution] for heavily contaminated non-porous surfaces)

Cleaning Procedures

- Put on the proper personal protective equipment (gloves, gown, and face mask).
- Clear all individuals out of the immediate area, and block off the affected space to prevent re-entry of anyone other than the person cleaning up.
- Cover the spill with the absorbent powder or disposable towels to soak up the fluid.
- Spray the area with an EPA-registered disinfectant effective against noroviruses.
- Scoop up the solidified powder or soaked towels, and place them in a sealable plastic bag.
- Thoroughly spray the spill area with the disinfectant. Allow proper contact time according to the manufacturer's label (or 10-20 minutes, if using 1:10 dilution of bleach to water).

- Wipe up any residual disinfectant with paper towels, and dispose of them in a sealable bag or biohazard bag.
- Discard all open, exposed food near the vomit incident.
- After cleaning, disinfect mops or any other cleaning equipment that was used in order to prevent spreading harmful microorganisms to other areas of the facility.
- Remove all personal protective equipment, and dispose of the items in the plastic bag. *Personal protective equipment must be removed before leaving the affected area in order to reduce the risk of contaminating other areas of the facility.*
- Use the twist tie to close the plastic bag.
- Dispose of the bag in accordance with local regulations.
- Wash hands thoroughly.

Locations to Clean -- ALL surfaces near the vomit event must be cleaned and disinfected.

- Wipe surfaces first with a damp cloth to remove dust and other debris.
- Disinfect the surface with a bleach solution of 1-2/3 cups bleach in 1 gallon of water (1:10 dilution) or an EPA-registered disinfectant that is effective against noroviruses.
- Allow the surface to air dry.
- For food-contact surfaces, disinfection must be followed by a clear-water rinse to remove any harmful residue that may have been left by the disinfectant.

Disposing of Infectious Waste

- Keep infectious waste separate from general waste from the time that it is generated.
- Package infectious waste to protect waste handlers and public from possible infection that may result from exposure to the waste.
- Handle infectious waste carefully to prevent the bags from tearing or leaking.
- Single plastic bags may not effectively contain the waste, so additional packaging must be used to preserve the integrity of the bags and to ensure containment of the waste.
 - Place single-bagged waste within a rigid or semi-rigid container, such as a bucket, box, or carton. Plastic bags may be used for liners for such containers.
 - Also, you can double-bag the waste by placing a single, sealed plastic bag within another bag that is subsequently sealed.

Table 1. Cleaning Schedule and Procedures. The equipment listed below is not an exhaustive list. If you have equipment that is currently not on the list, contact your Education Associate for information about cleaning. This can be used to create your master cleaning schedule.

Item	Frequency	Procedures to Clean
Bins, Ingredient	Daily	1. Spray surface with an all-purpose cleaner. 2. Spray lid and outside surface with properly prepared sanitizing solution. 3. Let sanitizing solution air-dry.
	Annual	1. Empty. 2. Scrub interior and exterior, including the lid, wheels and base, with an all-purpose cleaner. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Air-dry.
Cabinet, Closed Bakers	Daily	Interior: 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. Exterior: 1. Spray top, door sides, and back with all-purpose cleaner. 2. Wipe clean.

	Monthly	Interior: 1. Spray with an all-purpose cleaner. 2. Wipe down interior, side, top, bottom, back, and door. 3. Rinse with clean water. 4. Spray with a properly prepared sanitizing solution. 5. Leave door open to air-dry. Exterior: 1. Spray with an all-purpose cleaner. 2. Wipe down the top, door, sides, back, and wheels. 3. Clean with stiff brush, if necessary. 4. Rinse with clear water.
Can Opener, Electric	Daily	1. Unplug. 2. Spray with an all-purpose cleaner and rinse with clean water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.
Can Opener, Manual	Daily	1. Remove shank. 2. Spray with an all-purpose cleaner 3. Scrub shank and teeth with a brush. 4. Rinse with clear water. 5. Spray with a properly prepared sanitizing solution. 6. Clean base with an all-purpose cleaner and rinse. OR 7. Wash in a dishmachine.

Coffee Urn	Daily	Never Immerse in Hot Water Interior: 1. Unplug. 2. Spray with an all-purpose cleaner. 3. Fill urn with hot water to 1/3 capacity. 4. Scour the heating unit with a soft, nylon scrub pad. 5. Rinse thoroughly with clean, hot water. 6. Spray with a properly prepared sanitizing solution. 7. Clean faucet by letting clear hot water run through it, while moving the handle up and down. 8. Wash basket, stem and cover in a three-compartment sink. Exterior: 1. Spray with a detergent solution, then let dry with clean cloth. Do not use scouring pads or powder.
Cutting Boards	After Each Use	1. Wash in a three-compartment sink. 2. Rinse in clear water. 3. Sanitize in a properly prepared sanitizing solution. 4. Air-dry. OR 5. Wash in a dishmachine.
Dining Room Tables	After Each Use	1. Wash the table – top with soapy water. 2. Wipe with clear water. 3. Spray tables with a properly prepared sanitizing solution. 4. Air dry. NOTE: Periodically check the underside of all dining room tables for gum and other debris.

Drawers	Daily	1. Wipe out crumbs. 2. Organize. 3. Spray fronts with an all-purpose cleaner. 4. Wipe or rinse with water, as necessary.
	Monthly	1. Empty drawers and remove. 2. Spray with an all-purpose cleaner. 3. Scrub inside and outside with a stiff brush (sides, front, and draw slides attached under tables). 4. Rinse with clean water. 5. Spray with a properly prepared sanitizing solution. 6. Replace items.
Floors	Daily	Method 1: 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. Mop floor with solution. Method 2: 1. Fill mop bucket with four gallons of cool water. 2. Add an all-purpose cleaner. 3. Apply solution freely with mop. 4. Scrub with deck brush. 5. Rinse and squeegee down floor drain.

	Monthly	Method 1: 1. Fill mop bucket with four gallons of warm water. 2. Add degreaser. 3. Apply solution freely with mop. 4. Allow the solution to remain on the floor four to five minutes. 5. Scrub heavily soiled areas with deck brush or broom. Method 2: 1. Rinse and fill mop bucket with clear water. 2. Using clean mop, prepare solution using four gallons of warm water. 3. Add degreaser. 4. Apply solution freely with mop. 5. Scrub with deck brush. 6. Push down the floor drain.
Freezer, Reach-in	Daily	1. Clean up spills immediately. 2. Spray exterior door handles with detergent solution. 3. Wipe clean.
	Monthly	Exterior: 1. Spray with an all-purpose cleaner, including fronts, handles, sides, hinges, latches, wheels, and legs. 2. Rinse with clean water. 3. Dry with a clean towel.

	As Necessary	1. Transfer food to another freezer. 2. Unplug. 3. Remove shelves. 4. Defrost, if necessary. 5. Wash shelves in a three-compartment sink. 6. Scrub interior walls, top, bottom, sides, doors, gaskets, latch, and hinges with an all-purpose cleaner. 7. Rinse with clean water. 8. Turn on. 9. Replace shelves. 10. Replace food when temperature reaches 0°F.
Freezer, Walk-In	Daily	1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.
	Monthly	Exterior: 1. Spray with an all-purpose cleaner, including front, handles, sides, hinges, and latches. 2. Rinse with clean water and dry with a clean paper towel.
	As Necessary	1. Frost should not exceed ¼-inch. 2. Turn off. 3. Transfer food to another freezer. 4. Remove shelves. 5. Defrost. 6. Clean shelves, interior walls, top, floor, and gaskets with an all-purpose cleaner. 7. Turn on. 8. Wipe dry. 9. Replace food when temperature reaches 0°F. 10. Do not flush interior with water.
Fryer, Deep	Daily	1. Turn off. 2. Filter fryer daily. 3. Spot clean with a degreaser. 4. Change filter paper when it becomes dark, scuffed, or torn.

Fryer, Deep	Monthly or as necessary	1. Turn off. 2. Let cool. 3. Drain oil and dispose of according to regulatory policy. 4. Wipe out sediment. 5. Fill fryer with water, turn fryer on, and bring to temperature, turn off. 6. Put on rubber gloves. 7. Add degreaser to fryer and let stand for 15 minutes. 8. While heating fryer, spray outside areas of fryer, and clean with an abrasive pad. 9. Drain solution from fryer. 10. Scrub inside as needed and rinse thoroughly.
Hand Sink	Daily	1. Spray outside, inside and around faucet surface with detergent. 2. Wipe clean.
	Monthly	1. Spray under lip of sink and surround wall areas, back splash, pipes, etc. with detergent solution. 2. Wipe clean.
Hood Area	Daily	1. Immediately wipe up splashes. 2. Wipe walls in hood area with an all-purpose cleaner. 3. Wipe or rinse with water, as necessary.
	Monthly	1. Scrub walls in hood areas with a degreaser and a stiff brush. 2. Rinse with clear water. 3. Dry. 4. Wipe hood light cover with a degreaser and rinse.

Ice Cream Boxes	Daily	1. Spray interior and exterior with detergent. 2. Wipe clean.
	As Needed	1. Defrost.
Ice Machine	Daily	1. Spray outside surfaces with a detergent solution and wipe clean. 2. Clean and sanitize ice scoop in a three-compartment sink.
	Weekly	1. Inspect the drain hose for debris. 2. Clean with a detergent solution and wipe clean. 3. Sanitize the surface with a properly prepared sanitizing solution.
	Monthly	Exterior: 1. Spray outside surfaces carefully with detergent, including hinges and legs.
	Seasonally	1. Unplug. 2. Remove loose ice from bins. 3. Wash inside bin surfvaces with a detergent solution. 4. Rinse thoroughly with clean water. 5. Replug.
Kettle, Steam Jacketed	After each use	1. Turn off. 2. Flush kettle thoroughly with lukewarm water and drain to remove loose soil. 3. Immediately after removing food, spray with a degreaser. 4. Fill above food line with warm water. 5. Scrub inside, outside, including spigot, base, legs, hinges, lid, lid handle, water faucets, and splaches on surrounding walls with brush and nylon scrub pad. 6. Carefully wipe control area. 7. Rinse with clean water. 8. Spray wit a properly prepared sanitizing solution and air-dry. 9. Dry outside surfaces with a clean, soft cloth.
Milk Box	Daily	1. Spray outside with a detergent solution. 2. Wipe clean.

	Monthly	1. Unplug. 2. Remove milk. 3. Spray interior and exterior, including gaskets, hinges, latch, base, and wheels with a detergent solution and wipe clean. 4. Replace milk, first new then old. Throw out past dated containers.
Mixer	Daily	1. Unplug. 2. Spray the base, saddle, shaft and legs with an all-purpose cleaner. 3. Rinse with clear water. 4. Wash mixing bowls and utensils in a three-compartment sink or wash in a dishmachine. 5. Re-plug.
	Monthly As Needed	1. Remove back pan and clean. 2. Remove oil drip ring, clean with an all-purpose cleaner.
Mop and Mop Buckets	Daily	1. Hang upside down to dry. 2. Rinse mops, brooms, and dustpans.

Ovens	Daily	1. Turn off. 2. Wipe up spills, top, front, around dials, doors and handles with an all-purpose cleaner. 3. Wipe or rinse with clean water, as necessary.
	Monthly	Interior: 1. Remove chrome finish racks and supports, wash in a three-compartment sink. 2. With oven surface slightly warm, spray with a degreaser. 3. Let stand until soil is loosened. Baked on food may be loosened with a nylon scouring pad. 4. Pick up loosened soil with a damp cloth. 5. Rinse with clean water. 6. Air-dry. Exterior: 1. Wash top, sides, front, handles, around dials, shelf, and legs with a degreaser. 2. Rinse with clean water. 3. Dry with a soft cloth.

Oven Rack	Monthly	Method 1 – Easy Overnight: 1. Turn off oven allow to cool. 2. Remove all racks. 3. Place racks in large trash bags. 4. Spray racks with a degreaser and close bags. 5. Next morning open bags and place racks in sink. 6. Re-spray with a degreaser. 7. Wearing rubber gloves. 8. Scrub racks with an abrasive pad. 9. Rinse thoroughly. 10. Replace in oven. Method 2 – Overnight: 1. Turn off oven and allow to cool. 2. Remove all racks. 3. Place racks in sink. 4. Cover racks with warm water. 5. Add degreaser for every five racks. 6. Next morning respray the racks with a degreaser. 7. Wearing rubber gloves, scrub racks with an abrasive pad. 8. Rinse thoroughly. 9. Replace in oven. 10. NOTE: If racks cannot lay flat, spray, and add degreaser to one-quarter full sink of water.
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Pots and Pans	Each Use	1. Fill first compartment of three-compartment sink with warm water. 2. The temperature of the water should be at least 110°F. 3. Add detergent. 4. Fill second compartment with clear, warm rinse water, change frequently and keep clean. 5. Fill third compartment warm water and appropriate amount of chemical sanitizer. 6. Let pots and pans stand in sanitizer for one minute and remove. 7. Air-dry. OR 8. Wash in a dishmachine.
Pot and Pan Rack	Monthly	1. Empty rack. 2. Wash all surfaces including posts and legs with an all-purpose cleaner. 3. Spray with properly prepared sanitizing solution. 4. Air-dry. 5. Replace pots and pans.
Rack, Open, Bakers	Daily	1. Spray side posts, tray slides and bottom with detergent. 2. Wipe clean.
	Monthly	1. Scrub side posts, tray slides and bottom with an all-purpose cleaner and stiff brush. 2. Rinse with warm water.
Refrigerator, Reach-In	Daily	1. Clean up spills immediately. 2. Spray exterior doors and handles with detergent. 3. Wipe clean.

	Monthly	Interior: 1. Using a stiff brush, scrub refrigerator including top, sides, bottom, shelves, back, door, and gaskets with an all-purpose cleaner. 2. Rinse with clean water. Exterior: 1. Scrub front, sides, doors, handles, latches, wheels and legs with an all-purpose cleaner. 2. Rinse with clean water. 3. Air-dry.
Refrigerator, Walk In	Daily	1. Clean up spills immediately. 2. Wipe exterior door and handle with detergent. 3. Wipe clean with a clean cloth.
	Monthly	Interior: 1. Wash shelves, walls, door, latch, hinges, floor and air curtain (if applicable) with an all-purpose cleaner. 2. Rinse with clean water.
	As Necessary	1. Remove food. 2. Remove shelving. 3. Scrub with an all-purpose cleaner and stiff brush. 4. Rinse with clean water. 5. Replace food.
Sinks, Food Preparation	Daily	1. Wash tubs, backsplash, drain boards, faucets, matting, apron, and shelves with an all-purpose cleaner. 2. Rinse with clean water. 3. Spray with a properly prepared sanitizing solution. 4. Air-dry.

	Monthly	1. Organize shelf areas. 2. Scrub tubs, drainboards, around faucets, matting, apron, under apron lip, posts, legs, and shelves with an all-purpose cleaner and stiff brush. 3. Wipe surrounding wall and exposed pipes. 4. Wipe or rinse with clean water, as necessary. 5. Spray with a properly prepared sanitizing solution. 6. Air-dry.
Steamer	Daily	Turn off. Exterior: 1. Wipe top, sides, front, doors, control plate, handles, base/table with a detergent solution. 2. Wipe clean. Interior: 1. Wash sides, pan slides, steam tubes, top, bottom, door gaskets, and door with an all-purpose cleaner. 2. Rinse thoroughly with clean water. 3. Ensure drain is free of food debris. 4. Leave doors open to dry.
	Monthly	1. Remove racks, steam tubes and doors (if removable). 2. Wash in a three-compartment sink. 3. Scrub interior and exterior surfaces with an all-purpose cleaner and stiff brush. 4. Rinse thoroughly with clean water. 5. Air-dry.
	As Necessary	1. Clear holes in steam tubes using end of opened paper clip. 2. Remove hard water stains with paste made of cream of tartar and water.

Steam table	Daily	1. Turn off. 2. Drain water wells. 3. Wash top surface, inside walls, tray slide top and edges sneeze guards and shelves with a detergent solution.
	Monthly	1. Scrub all surfaces, including shelves, under shelves, ledges, legs, tray slide, under-tray slide, front and sides with an all-purpose cleaner and stiff brush. 2. Rinse with clean water. 3. Dry.
Storeroom	Daily	1. Clean up spills immediately.
	Monthly	1. Organize. 2. Dust cans, exposed shelves and pallet surfaces. 3. Upon delivery remove cans from carton, inspect for dents and follow dented can procedure, and date. 4. Rotate all stock (FIFO).
	As Necessary	1. Remove foods from shelving units and pallets. 2. Scrub pallets and shelves, including posts, and legs with an all-purpose cleaner and stiff brush. 3. Rinse. 4. Air-dry.

Stoves and Ranges	After each use	1. Wipe off all surfaces.
Tilt Skillet	After each use	1. Turn off. 2. Immediately after removing food, flush with warm water, and drain. 3. Spray with a degreaser and fill above food line with warm water and allow to soak. 4. Scrub inside, outside, including base, legs, hinges, lid, handle, water faucets, and splashes on surrounding walls with brush and nylon scrub pad. 5. Wipe around controls. 6. Wipe or rinse with water as necessary. 7. Spray interior of tilt skillet with properly prepared sanitizing solution and let air-dry.
Trash Cans	Daily	1. Empty. 2. Rinse with warm water to ensure all loose food particles are dislodged. 3. Replace liners.
	Monthly	1. Scrub inside, outside, handles and base with an all-purpose cleaner and stiff brush. 2. Rinse with clean water. 3. Turn upside down to drain.
Utility Carts	Daily	1. Wipe top, sides, handles, ledges, shelves, under shelves, and wheels with an all-purpose cleaner and rinse.
	Monthly	2. Scrub top, sides, handle, ledges, shelves, and wheels with an all-purpose cleaner and stiff brush. 3. Rinse with warm water.

Ventilation Hood	As needed	Method 1: 1. Remove all vents and racks from the vent hood. 2. Place vents and racks in trash bag and spray with a degreaser. 3. Let vents and racks stand overnight. 4. Next morning, remove vents and racks from the bags (holding your head away from the bag) and run through the dish machine or rinse off in sink. 5. Replace racks and vents. Method 2: 1. Remove all vents and racks from the vent hoods. 2. Fill sink halfway with warm water and add degreaser. 3. Soak overnight. 4. Next morning remove vents and racks. 5. Run through the dish machine or rinse them off in the three-compartment sink. 6. Replace racks and vents. 7. Repeat the cleaning during winter break and after the school year ends. 8. Always wear gloves when cleaning with a degreaser.
Hot Holding Cabinet/Proofer	Daily	1. Unplug. 2. Remove, empty, and clean reservoir pan in a three-compartment sink. 3. Wipe entire interior surfaces including top, door, sides, tray slides, bottom, around dials and back heater shield and exterior including top, door, sides, and back using detergent. 4. Leave door open to dry.
	Monthly	Unplug. Interior: 1. Scrub interior surfaces including top, door, sides, tray slides, bottom, and back heater shield using nylon scouring pad and all-purpose cleaner. 2. Rinse with clean water (avoiding getting water in back heater vents). Exterior: 1. Spray surfaces including tip, sides, back, door hinges, and wheels with detergent. 2. Wipe clean.

Washer and Dryer	Daily	1. Clean lint baskets.
	Monthly	1. Wipe cabinets with an all-purpose cleaner. 2. Rinse with clean water. 3. Dry.

Table 2. Advantages and Disadvantages of Different Chemical Sanitizers

Chemical	Concentration	Contact Time	Advantage	Disadvantage
Chlorine	50 ppm in water between 75°F and 100°F	7 seconds	Effective on a wide variety of bacteria and viruses; highly effective; not affected by hard water; generally inexpensive	Corrosive, irritating to the skin, effectiveness decreases with increasing pH of solution; deteriorates during storage and when exposed to light; dissipates rapidly; loses activity in the presence of organic matter
Iodine	12.5-25 ppm in water that is at least 75°F	30 seconds	Forms brown color that indicates strength; not affected by hard water; less irritating to the skin than is chlorine; and activity not lost rapidly in the presence of organic matter.	Effectiveness decreases greatly with an increase in pH (most active at pH 3.0; very low acting at pH 7.0); should not be used in water that is at 120°F or hotter; and might discolor equipment and surfaces.
Quaternary Ammonium Compounds	Up to 200 ppm in water that is at least 75°F	30 seconds	Nontoxic, odorless, colorless, non-corrosive, nonirritating; stable to heat and relatively stable in the presence of organic matter; active over a wide pH range.	Slow destruction of some microorganisms, not effective against viral agents; not compatible with some detergents and hard water Ineffective against Noroviruses

2-5: Safe Food Handling

Page	Standards
2	PURCHASING AND RECEIVING
3	DRY STORAGE
4	REFRIGERATED STORAGE
5	FROZEN STORAGE
5	PREPARATION – Thawing
6	PREPARATION -- Miscellaneous
6	PREPARATION – Meats, Fish, and Poultry
7	PREPARATION – Salads Containing Potentially Hazardous Ingredients
7	PREPARATION – Eggs and Egg Mixtures
7	PREPARATION – Batter and Breading
8	PREPARATION – Fruits and Vegetables
8	PREPARATION -- Ice
8	COOKING
9	HOLDING AND SERVING
11	LEFTOVERS AND PRE-PREPARED FOODS
11	TRANSPORTING
11	MISCELLANEOUS
12	Table 1: Criteria for Accepting or Rejecting a Food Delivery
14	Table 2: Storage Guidelines for Specific Foods
15	Table 3: Minimum Safe Internal Cooking Temperatures
16	Table 4: Minimum Safe Internal Reheating Temperatures
17	Table 5: Foods Exempt from the Buy American Rule
18	Handout 1: Procedures for Calibrating Bimetallic Thermometers
19	Handout 2: Food Temperatures and the HACCP Plan
21	Handout 3: Procedures for Measuring Food Temperatures
22	Handout 4: Procedures for Preparing Sample Food Trays
23	Handout 5: Microwave Cooking and Reheating
24	Handout 6: Time as a Public Health Control Measure
25	Handout 7: Date Marking

Description: The standards presented in this section are based on the current SC Foodservice Rules. Safe food handling addresses the standards to follow to keep food safe from purchasing to service. Standards that address facilities, equipment, cleaning, sanitizing, pest control, and workers are outlined in 2-4: Hygiene, Sanitation, and Facilities Standards.

PURCHASING AND RECEIVING (PR)	MONITORING FREQUENCY
PR1: All food is from an approved source. <i>An approved source is a licensed/permitted food establishment. Whole, uncut fresh produce -- fruits and vegetables -- can be purchased from any source that has been approved by the District Office.</i>	Annual
PR2: Temperature-controlled delivery vehicles are clean and operating at proper temperatures (refrigerator at 39°F or colder and freezer 0°F or colder).	Daily
PR3: Shelf stable food is inspected using the criteria outlined in Table 1: Criteria for Accepting or Rejecting a Food Delivery. <i>Food that is rejected is segregated from all other items until returned to the vendor. A Child Nutrition staff member must be present when foods are delivered.</i>	As needed – note on invoice
PR4: The temperature of refrigerated and cooked foods is taken within ten minutes of delivery using the guidelines outlined in Table 1: Criteria for Accepting or Rejecting a Food Delivery. <i>Refrigerated items must be checked before signing and accepting delivery. Frozen foods are checked to be sure they are rock solid and no water marks appear on the packaging. Food that is not at proper temperature is marked and segregated from all other items until returned to the vendor.</i>	As needed – note on invoice
PR5: No past-dated foods are accepted for use in the operation. This includes foods labeled “Sell By, Expiration Date, Best If Used By, and Use By.”	As needed

DRY STORAGE (DS)	MONITORING FREQUENCY
DS1: Food is stored using the criteria in Table 2: Storage Guidelines for Specific Foods.	Monthly
DS2: Packaged food is labeled with a permanent marker with date received (month/day/year) in a conspicuous location on the package.	Monthly
DS3: A first in, first out (FIFO) procedure is used for all dry food storage.	Monthly
DS4: All food is stored on clean shelving that is at least 6 inches off the floor and away from the wall.	Monthly
DS5: The temperature(s) of the dry storeroom(s) is between 50°F and 70°F and is clean, dry, and well-ventilated.	Monthly
DS6: Food is stored in durable, food-grade containers that are not in direct sunlight.	Monthly
DS7: Opened containers of commercially processed foods are used by the date on the packaged.	Monthly
DS8: Chemicals are completely separated from all food, dishes, utensils, linens, and single-use items.	Monthly
DS9: Non-food supplies and chemicals are in their original containers with label attached. If not in the original container, the item is clearly labeled on the side of the holding container with the name of the contents. <i>Do <u>not</u> label the lid because lids are interchangeable. Some chemical suppliers provide labels.</i>	Monthly

REFRIGERATED STORAGE (RS)	MONITORING FREQUENCY
RS1: Food is stored on clean shelving that is at least 6 inches off the floor. <i>Shelves not lined with foil or other materials.</i>	Monthly
RS2: Packaged food is labeled with a permanent marker with date received (month/day/year) in a conspicuous location on the package.	Monthly
RS3: First in, first out (FIFO) procedure is used for all refrigerated storage.	Monthly
RS4: All food not stored in its original packaging is covered with a food-grade lid, plastic wrap, or aluminum foil and labeled with product name, quantity and month/day/year that it was removed from the original packaging.	Monthly
RS5: The temperature of the refrigerator is at 39°F or colder. The temperature of all potentially hazardous food must be at 41°F or colder. A refrigerator thermometer is on the middle shelf near the door of the refrigerator.	Daily
RS6: CCP -- Cooked and ready-to-eat foods are stored above raw foods in the refrigerator. Foods are stored in this order: • <i>Prepared or ready-to-eat food (top shelf)</i> • <i>Fish, seafood items, eggs</i> • <i>Whole cuts of raw beef and pork</i> • <i>Ground or processed meats</i> • <i>Raw and ground poultry (bottom shelf)</i>	Daily
RS7: Opened containers of non-potentially hazardous commercially processed foods are used by the date on the package.	Daily

FROZEN STORAGE (FS)	MONITORING FREQUENCY
FS1: Hot food is never put directly inside the freezer. Cool all hot food at room temperature for no more than 15 minutes before putting in the freezer. Label cooling food with the month/day/year that it was put into freeze. Use within 30 days or next cycle, whichever is less. NOTE: <i>Frozen food is stored in a manner to allow for good air circulation. Freezers are not to be overloaded with hot foods.</i>	Monthly
FS2: Packaged food is labeled with a permanent marker or a freezer safe sticker with date received (month/day/year) in a conspicuous location on the package. NOTE: Store foods that are being frozen in an area separate from already frozen foods to prevent cross-contamination.	Monthly
FS3: A first in, first out (FIFO) procedure is used for all frozen foods.	Monthly
FS4: All foods not in their original packaging are covered with a food-grade lid, plastic wrap, or aluminum foil and labeled with product name, quantity and month/day/year that it was removed from the original packaging.	Monthly
FS5: If needed, freezers are defrosted according to manufacturer's instructions. NOTE: The manufacturer's instructions should be available for all equipment.	Monthly
FS6: The temperature is 0°F or colder unless the food requires a different storage temperature. A freezer thermometer is placed near the front of the freezer on the top shelf.	Daily

PREPARATION – Thawing (P-T)	MONITORING FREQUENCY
P-T1: One of the following methods is used to thaw frozen foods that are potentially hazardous: in a refrigerator that is at 41°F or colder. Thaw raw meats, raw poultry, and raw fish on the lowest shelf; during the cooking process; in a microwave oven immediately followed by cooking; and under cold running water only under emergency conditions.	As needed
P-T2: Potentially hazardous food that is held above 41°F and less than 135°F for more than four hours is thrown out.	As needed

PREPARATION – Miscellaneous (P-M)	MONITORING FREQUENCY
P-M1: Standardized recipes or standardized procedures are used to prepare all menu items.	Daily
P-M2: Cleaned and sanitized work areas, cutting boards, knives, and utensils are used to prepare food.	Daily
P-M3: Before opening, all lids of cans and jars are wiped with a clean wet cloth that has been immersed in a properly prepared sanitizing solution. <i>Do not use soapy water to wipe cans and jars.</i>	As needed
P-M4: <i>CCP -- No bare hand-contact with any exposed cooked or ready-to-eat foods.</i>	<i>Daily</i>

PREPARATION – Meat, Fish, and Poultry (P-MFP)	MONITORING FREQUENCY
P-MFP1: Only remove as much food as can be prepared within 30 minutes from the refrigerator/freezer. <i>Preparation is defined as cutting, slicing, dicing, breading, or battering. This 30-minute time frame does not include the time needed for cooking.</i>	As needed
P-MFP2: Potentially hazardous foods refrigerated or frozen within 10 minutes after cutting, slicing, dicing, breading, or battering.	As needed

PREPARATION – Salads Containing Potentially Hazardous Ingredients (P-S)	MONITORING FREQUENCY
P-S1: Only remove as much potentially hazardous food as can be prepared within 30 minutes from the refrigerator/freezer. <i>Preparation is defined as cutting, slicing, dicing, and peeling.</i>	As needed
P-S2: <i>CCP -- All ingredients, including those that are not potentially hazardous, are properly cooled to 41°F or colder until they are ready to be mixed. All containers and utensils are chilled before using them to make salad.</i>	Daily
P-S3: <i>CCP -- Raw meat, fish, and poultry are properly cooked (see Table 3) and cooled before adding them to a salad.</i>	Daily

PREPARATION – Eggs and Egg Mixtures (P-E)	MONITORING FREQUENCY
P-E1: Pasteurized shell eggs or pasteurized liquid eggs are used to make egg mixtures and egg-based batters. <i>Pooling shell eggs is not allowed. Pooled eggs are raw unpasteurized eggs that have been cracked and combined together.</i>	As needed
P-E2: Shell eggs can only be used for preparation of single-service items, such as eggs over easy or a single-serving of scrambled eggs	As needed

PREPARATION – Batter and Breading (P-B)	MONITORING FREQUENCY
P-B1: Only batter or bread as much potentially hazardous food as can be prepared within 30 minutes.	As needed
P-B2: When breading food that will be cooked at a later time, refrigerate or freeze within 30 minutes after breading or battering.	As needed
P-B3: Unused batter/breading is thrown out after it has been in the temperature danger zone (41°F to 135°F) for 4 hours or longer.	As needed
P-B4: Only pasteurized shell eggs or pasteurized liquid eggs are used to make batter.	As needed

PREPARATION – Fruits and Vegetables (P-FV)	MONITORING FREQUENCY
P-FV1: Separate cutting boards are used to prepare fruits and vegetables. <i>Preparation is defined as cutting, slicing, chopping, mincing, dicing, and/or peeling.</i>	Monthly
P-FV2: Fruits and vegetables, for which the peel is eaten, are washed under safe running water before cutting, cooking, or combining with other ingredients. <i>Soap and/or sanitizing solution is never used to wash the surface of fruits and vegetables.</i>	Daily
P-FV3: All <u>prepared</u> fruits and vegetables are stored in the refrigerator at 41°F or colder. <i>Prepared is defined as cut, sliced, chopped, minced, diced, or peeled.</i>	Daily

PREPARATION – Ice (P-I)	MONITORING FREQUENCY
P-I1: Safe drinking water is used to make ice.	Annual
P-I2: Ice used to chill food or beverages is never re-used as a food ingredient.	As needed
P-I3: A cleaned and sanitized container(s) and ice scoop(s) is used to dispense ice unless an automatic ice dispenser is available.	Daily

COOKING (C)	MONITORING FREQUENCY
C1: <i>CCP -- All potentially hazardous foods are cooked to temperatures outlined in Table 3: Minimum Safe Internal Cooking Temperatures. If cooked in the microwave, follow the guidelines in Handout 5: Microwave Cooking and Reheating</i>	Daily
C2: Cooking is completed no more than 20 minutes prior to service of the first child.	Daily

HOLDING AND SERVING (HS)	MONITORING FREQUENCY
HS1: All hot-holding equipment is preheated to 150°F or hotter before hot food is placed in the unit.	Daily
HS2: CCP -- All potentially hazardous hot foods must be cooked to the proper temperature before placement in or on a hot-holding unit.	Daily
HS3: CCP -- All potentially hazardous cold foods are at 41 °F or colder before placement on a cold-holding unit. Only full-size or half-size steam table pans or merchandizing trays are used on the cold-holding unit. Cold foods that are in containers or the original packaging are nested directly into a bed of self-draining ice.	Daily
HS4: CCP -- Potentially hazardous foods that are in the temperature danger zone (41 °F to 135 °F) for more than four hours is discarded.	Daily
HS5: Serving utensils are stored in the food for no more than four hours.	Daily
HS6: All unwrapped foods are beneath a properly installed sneeze guard for customer service. All foods not displayed underneath the sneeze guard, such as apples, pears, and peaches, are covered or wrapped with plastic wrap. NOTE: Oranges, bananas, and other fruits that need to be peeled before eating do not need to be individually wrapped.	Daily
HS7: Food that is on the serving line is never mixed with new product. <i>If new product is brought to the serving line and old product is still on the serving line, the new product must be in a separate holding container.</i>	As needed
HS8: CCP - Foods in which that you will use time as a public health control measure must be managed as outline in Handout 6	Daily
HS9: CCP – Date Marking Handout 7	Daily

LEFTOVERS AND PRE-PREPARED FOODS (LPF)	MONITORING FREQUENCY
LPF1: All leftovers on a self-service bar that are <u>not</u> in intact commercial packaging must be discarded at the end of service.	Daily
LPF2: <i>CCP -- Leftovers on the serving line that are at 135°F or hotter OR 41°F or colder are refrigerated and discarded within three days.</i>	Daily
LPF3: <i>CCP -- Leftovers that have been prepared but not placed on the serving line and that are at 135°F or hotter OR 41°F or colder can be frozen for up to one menu cycle. This includes commercially packaged foods removed from its original packaging.</i>	Daily
LPF4: <i>CCP -- Hot foods that are potentially hazardous must be cooled to 41°F or colder by placing the food in shallow pans in a refrigerator or freezer and cooled to 41°F within four hours. NOTE: Large volumes of hot foods are never to be put into the refrigerator or freezer to cool.</i>	Daily
LPF5: All leftover foods in refrigerator and freezer are <u>C</u> overed and <u>L</u> abeled with the <u>A</u> mount and <u>D</u> ate of preparation (CLAD).	Daily
LPF6: Leftovers are reheated using the criteria outlined in Table 4: Minimum Safe Internal Reheating Temperatures. Leftovers are reheated only one time. If leftovers are reheated in the microwave, use the guidelines outlined in Handout 5: Microwave Cooking and Reheating. The remaining food is thrown out after the second use.	Daily
LPF7: Unopened packaged food on a serving line can be re-served if the student is still in the serving line. If an unopened, packaged food is recovered and the food is potentially hazardous, the food must immediately be placed in hot or cold storage.	Daily
LPF8: Unpackaged foods that are delivered to a classroom to be served family style cannot be saved as a leftover.	Daily
LPF9: All pre-prepared foods are <u>c</u> overed and <u>l</u> abeled with the <u>a</u> mount and <u>d</u> ate (CLAD), frozen, and used within one menu cycle. All foods that are pre-prepared must be listed and filed in BINDER 1: Menu Summary and Recipes.	As needed
LPF10: Commercially packaged foods that are opened but the contents not removed from the original packaging must be used by the date stamped on the package. This includes both potentially hazardous and non-potentially hazardous foods.	Daily

TRANSPORTING (T)	MONITORING FREQUENCY
T1: Equipment is properly cleaned and sanitized when returned to the facility.	Monthly
T2: All equipment used for transport is properly cleaned and sanitized before use.	Monthly
T3: The temperature of all potentially hazardous food is taken with a properly calibrated, cleaned and sanitized thermometer before it is loaded into hot-holding or cold-holding equipment.	Daily

MISCELLANEOUS (M)	MONITORING FREQUENCY
T1: A sample of each menu item that was prepared in-house must be saved for seven days in the freezer. See Handout 4: Procedures for Preparing a Sample Tray.	Daily
T2: The temperature of all potentially hazardous food is taken with a properly calibrated, cleaned and sanitized thermometer before it is placed into hot-holding or cold-holding equipment.	Daily
T3: Recall notifications from FDA and USDA must be managed using the following procedures: • Identify the recalled food by matching information from the recall notice to the item. • Remove from inventory • Remove from inventory • Place in secure and appropriate location. • Label so will not get back into inventory. • Refer to vendor's notification or recall notice for what to do.	Daily

Table 1: Criteria for Accepting or Rejecting a Food Delivery

FOOD	Criteria to Accept Delivery
Meat and Poultry	41°F or colder. Stamped with USDA inspection stamp. Good color and no odor. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
Seafood	41°F or colder. Good color and no off-odors. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
Fresh Produce	Clean and good condition and no signs of tampering and/or counterfeiting. If produce is cut or processed, it is at 41°F or colder.
Dairy Products	41°F or colder. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. All products are pasteurized. Not past dated.
Eggs	Shell eggs at 45°F or colder; liquid eggs at 41°F or colder. Shell eggs -- clean and un-cracked; frozen, and dry eggs – pasteurized. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.

FOOD	Criteria to Accept Delivery
Refrigerated and Frozen Processed Food	41°F or colder; if frozen, the product is rock solid. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Not past dated.
MAP	If the product requires refrigeration, it is at 41°F or colder. Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Labels can be read and attached to the product. Not past dated.
Canned Food	No swollen ends, leaks, rust, or dents. Label can be read and is attached to the product. No signs of tampering and/or counterfeiting. Not past dated.
Dry Foods	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. No signs of pest infestation. Not past dated.
UHT	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. If product requires refrigeration, it is at 41°F or colder. Label is attached and can be read. Not pasted dated.
Baked Goods	Packaging clean and in good condition and no signs of tampering and/or counterfeiting. Products are not moldy. Not past dated.
Potentially Hazardous Hot Foods	Temperature at 135°F or hotter. Holding containers are clean and in good condition and no signs of tampering and/or counterfeiting.

Table 2: Storage Guidelines for Specific Foods

Food	Temperature	Other Requirements
Meat	41°F	Tightly wrap or place it in a deep container.
Poultry	41°F	Store ice-packed poultry in self-draining containers. Change ice often and sanitize the container regularly.
Fish	41°F	Tightly wrap or store in original packaging.
Shell eggs	41°F	Use within 4-5 weeks of the packing date.
Dairy	41°F	Discard if past the use-by or expiration date.
Ice cream and frozen yogurt	6°F-10°F	Discard if past the use-by or expiration date.
Fresh produce	Temperature varies	If delivered packed on ice, store that way.
MAP, vacuum packed, and sous vide packaged food	41°F	Discard if past the use use-by or expiration date.
UHT products, aseptically packaged	50°F-70°F	Once opened, store all UHT at 41°F or colder. Read the label to determine if the product needs to be refrigerated.
UHT products not aseptically packaged	41°F	Store above raw foods. Read the label to determine if the product needs to be refrigerated.
Canned/dry food	50°F-70°F	If removed from its original packaging, store in airtight, clearly labeled containers.

Table 3: Minimum Safe Internal Cooking Temperatures

Food	Minimum internal temperature
Poultry	165°F
Stuffing and stuffed meat	165°F
Dishes that include potentially hazardous ingredients	165°F
Ground meats (including beef, pork, or fish)	155°F
Injected meats (including brined ham and flavor-injected roasts)	155°F
Pork and beef	145°F for steaks/chops 155°F surface temperature for roasts
Fish, whole or fillets (fresh) Stuffed fish Ground, chopped, or minced fish	145°F 165°F 155°F
Eggs (shell, liquid, or powdered)	145°F
Fruits, vegetables, or fruit and vegetable-based dishes that will be hot-held	135°
Commercially processed food ^A to be hot-held	135°
Potentially hazardous food cooked in a microwave oven	165°F

^A The package must state that the product is “fully cooked.” If it is not labeled “fully cooked” then the fresh food temperature above must be used for final cooking.

Table 4: Minimum Safe Internal Reheating Temperatures

Food	Temperature and Time	Time to Reach Temperature
Potentially hazardous food that have been properly cooked and cooled. This includes commercially processed foods ^A that have been heated and cooled once in the operation.	165°F for 15 seconds	2 hours

^A When a package of commercially processed food is opened and heated in a foodservice operation, this is considered to be an initial heat process rather than a reheat process. In fact, commercially processed foods labeled “fully cooked” are safe to eat without any heat treatment. However, any leftovers of commercially processed foods that have been heated and cooled in the operation must be reheated to 165°F.

Table 5: Foods Exempt from the Buy American Rule

Bananas
Beef extract
Beef, corned, canned
Brazil nuts
Capers
Cashew nuts
Caster beans and oil
Chestnuts
Chile peppers
Cocoa beans
Coconut or coconut meat
Coffee
Mandarin oranges
Olive oil
Olives, green
Pineapples
Spices and herbs in bulk
Sugars, raw
Tapioca flour
Tea, in bulk
Thyme oil
Vanilla beans

Handout 1: Procedures for Calibrating Bi-metallic/Metal-stem Food Thermometers

Accurate temperature readings are critical to the success of a HACCP Plan. Therefore, all thermometers, including those that are used to measure food temperatures and those that are used to measure air temperature, must be calibrated on a scheduled basis to determine how accurate the thermometer is reading temperatures. Calibration is the process of verifying the accuracy of a thermometer.

Calibrating Food Thermometers (Bimetallic/Metal-stem Thermometers)

Read the manufacturer's instructions to determine how to calibrate your thermometers. Some types must be returned to the manufacturer to be calibrated. Calibrate all food thermometers at least once a day or every time it is dropped. Two accepted methods for calibration are the boiling-point method and ice-point method. Both are described below.

Boiling-point method (This method can only be used if your elevation is 1,000 feet or less. If you do not know your elevation, it is best to check the accuracy of your thermometers using the ice-point method.)

1. Boil clean tap water in a deep pot.
2. Put the thermometer stem or probe into the boiling water so the sensing area is completely submerged.
3. Wait 30 seconds or until the indicator stops moving.
4. If the temperature is at 212°F then remove the thermometer. It is ready for use.
5. If the temperature is not at 212°F, hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 212°F or the appropriate boiling-point temperature for your elevation.

Ice-point method (preferred method)

1. Fill a large container with crushed ice. Add clean tap water until the container is full.
2. Put the thermometer stem or probe into the ice water so the sensing area is completely submerged. Wait 30 seconds or until the indicator stops moving.
3. If the temperature is at 32°F, remove the thermometer. It is ready for use.
4. If the temperature is not at 32°F, then hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads 32°F.

Handout 2: Temperatures and Your HACCP Plan

1. **CALIBRATION:** Check the accuracy all thermometers at the beginning of each production day. Record the temperature and corrective action, if completed, on the Daily – Thermometer Calibration Log.
2. **RECEIVING:** Check the temperature of all potentially hazardous foods when they are delivered using an infrared thermometer. Bi-metallic stemmed and digital thermometers can also be used. Record any temperature violations directly on the invoice.
3. **REFRIGERATED STORAGE:** Put an appropriate thermometer inside your cold storage equipment (freezer and cooler) to monitor and validate outside thermometer gauge readings. The thermometer must be located on a middle shelf near the front of the unit. Record the temperature twice daily on the Daily – Refrigerator Inspection form.
4. **DRY STORAGE:** A thermometer must also be located in your dry storage area. Check the temperature of the dry storeroom once each day. Record on the Daily – Store Room form.
5. **COOKING:** Take the temperature of all foods immediately after they are removed from cooking equipment, such as the stove, oven, and fryer.
 - a. **PANS OF FOOD COOKED ALL AT ONCE:** Check the temperature in every pan in at least two places near the middle of the pan. Record the lowest “safe” temperature for all temperature taken on the Daily Production Record.
 - b. **BATCH COOKING:** Check the temperature in the center of each batch in two locations. Record the lowest “safe” temperature of the first batch on the Daily Production Record. The temperature MUST be measured in every batch of food prepared after the initial batch but only the initial temperature is recorded on the Daily Production Record.
 - c. **CORRECTIVE ACTION FOR COOKING:** If the temperature of the food is not safe, continue to cook the item until it reaches a safe temperature. A food that has not reached a safe temperature should NEVER be placed in the hot-holding unit or on the serving line.
6. **COLD FOODS:** Take the temperature of all cold foods immediately before placing on the serving line. Record the warmest “safe” temperature on the Daily Production Record.

7. **HOT-HOLDING CABINET:** The temperature of the hot-holding cabinet must be checked at the beginning of the day. It must be at 150°F or hotter. Record the temperature of the hot-holding cabinet on the Daily – Hot-Holding Unit Inspection form.
 8. **FOODS IN A HOT-HOLDING CABINET:** After cooking is complete, foods are often placed in a hot-holding cabinet. No properly cooked food should be placed in a hot-holding cabinet that is not operating at 150°F or hotter. Take the temperature of all foods prior to putting them on the serving line. You do not need to record the temperatures of foods being placed on the *serving line as long as that food was cooked to the correct temperature and placed into a piece of holding equipment that has been brought to the correct temperature (hot-holding units must be at 150°F or hotter and cold-holding units (including refrigerators) must be at 39°F or colder)*
 9. **LEFTOVERS:** Prior to saving foods as a leftover, take the temperature. If the food is in the temperature danger zone (41 F to 135°F), throw it out, it cannot be safely saved as a leftover. Record the temperature of leftovers on the Daily Production Record.
 - a. **LEFTOVERS ON A SELF-SERVE LINE:** Unpackaged foods that are on a self-serving line cannot be saved regardless of the temperature.
 - b. **LEFTOVERS ON A SERVING LINE:** Foods that were on the serving line and only served by operators can be properly cooled and refrigerated for three days.
 - c. **LEFTOVERS IN A HOT-HOLDING UNIT:** Foods held in a hot-holding unit can be frozen until the next time that food is on the menu or 30 days whichever comes first.
 10. **COOLING COMPLEX FOODS:** The temperature of complex foods must be monitored and temperatures recorded on the Complex Foods Temperature Log. Leftovers are NOT complex foods so the cooling of leftovers does not need to be recorded on the Complex Foods Temperature Log. Complex foods must be cooled using one of two methods:
 - a. from 135°F to 41°F within four hours OR
 - b. from 135°F to 70°F within two hours and to 41°F within four hours.
 11. **REHEATING:** Check the temperature of foods during reheating to be sure food reaches 165°F or hotter within two hours.
- * Record the lowest “safe” temperature on the Daily Production Record when you check cooking temperatures. When you reheat foods as a corrective action, record this in the Comments section of the Daily Production Record.

Handout 3: Procedures for Measuring Food Temperatures

Temperature readings will only be correct if the thermometer is placed in the proper location in the food. If not inserted correctly or placed in the wrong area, the reading on the food thermometer will not accurately register the internal temperature of the food. In general, place the food thermometer in the thickest part of the food, away from bone, fat, or gristle.

Before using a food thermometer, read the manufacturer's instructions. The instructions should tell how far the thermometer must be inserted in a food to give an accurate reading. If instructions are not available, check the stem of the food thermometer for an indentation, or "dimple." This shows one end of the location of the sensing device. Dial thermometers must be inserted about 2 to 3 inches into the food. For most digital thermometers, one only needs to a small area of the tip to get an accurate reading. Clean and sanitize the stem of your thermometer before use.

Where to Place the Thermometer

Meat. When taking the temperature of beef, pork, or lamb roasts, place the food thermometer midway in the roast, away from the bone. When cooking hamburgers, steaks, or chops, insert a thermistor or thermocouple in the thickest part of the meat, away from bone, fat, or gristle. If using a bimetallic stemmed thermometer, see "Thin foods" below. When cooking irregularly shaped food, such as a beef roast, check the temperature in several places.

Poultry. When cooking whole poultry, the food thermometer should be inserted into the thickest part of the thigh (avoiding the bone). If the poultry is stuffed, the center of the stuffing should be checked after the thigh reads 180°F, stuffing must reach 165°F. If cooking poultry parts, insert food thermometer into the thickest area, avoiding the bone. The food thermometer may be inserted sideways if necessary. When the food is irregularly shaped, the temperature should be checked in several places.

Thin foods. When measuring the temperature of a thin food, such as a hamburger patty, pork chop, or chicken breast, use a thermistor or thermocouple food thermometer if possible. However, if an "instant-read" dial bimetallic-coil food thermometer is used, the probe must be inserted into the side of the food so that entire sensing area (usually 2-3 inches) is positioned through the center of the food. To avoid burning fingers, it may be helpful to remove the food from the heat source (if cooking on a grill or in a frying pan) and insert the food thermometer sideways after placing the item on a clean spatula or plate.

Combination dishes. For casseroles and other combination dishes, place the food thermometer into the thickest portion of the food or the center of the dish. Egg dishes and dishes containing ground meat and poultry must be checked in at least two places.

Handout 4: Procedures for Preparing a Sample Tray

PURPOSE

A sample food tray can be used to prove or disprove that a food prepared in a school kitchen caused foodborne illness. Consequently, it is critical that proper collection and storage procedures be followed to assure the integrity of the food collected.

Per the SC School HACCP Plan, all South Carolina schools are required to collect samples of all foods prepared in the school kitchen each day. This requirement applies to both potentially hazardous and non-potentially hazardous foods. You do not need to save a sample of any unopened, commercially packaged foods that are served or displayed, such as packaged cookies/snacks, bottled beverages, juice, milk or tea.

EQUIPMENT AND SUPPLIES:

- Disposable sectioned trays (alternatively, you can use 4-ounce plastic or Styrofoam cups with lids)
- Saran plastic wrap OR Heavy-duty aluminum foil
- Wide point permanent marker
- Kitchen utensils -- spoon, knife, and/or fork

SAMPLE TRAY PROCEDURE:

1. Collect disposable sectioned trays. Be sure that all sectioned trays have been stored in a clean environment before use. Use the minimum amount of trays for collection of food samples. If more than one tray is needed, then try to collect hot samples on one tray and cold ones on another.
2. Using a properly cleaned and sanitized kitchen utensil, portion out a sample that is *at least* 1.75 oz (¼ cup OR 50 g) of the first batch of every food immediately before placement in the hotbox or on the serving line. For whole foods, such as hamburgers, chicken nuggets, or pizza, save one piece of the food. You do NOT need to collect a sample of commercially packaged foods that are served on a given day.
3. After collecting the samples, cover the sectioned tray with Saran plastic wrap OR heavy duty aluminum foil.
4. Label the plastic/foil, using a permanent black marker, with the following information:
 - Hot, cold, or room temperature (RT)
 - Date and time of collection. Include the day of the week in capital letters (MONDAY) so it is easier to know when to the contents a tray.
 - Names of food in the tray
 - Initials of sample collector
5. Store samples for seven days in a freezer that is operating between 0 and 10 °F.
6. Throw out samples that are more than seven days old. Hold from Monday to Monday, Tuesday to Tuesday, etc. Throw away at end of day, when you check the freezer for the last time.

Foods	Sample Amount	Observations
Cooked Dishes		
Meats, poultry and seafood	Individual patties, rolls, nuggets and such	Use amount necessary to fill in one of the sections. You do not need to weigh the sample.
Stews, other meat preparations, such as BBQ pork	1.75 oz (¼ cup)	Fill in one of the sections making sure that your sample includes most of the ingredients in the mix (liquid, meat, vegetables).
Pastas, includes lasagna	1.75 oz (¼ cup) including meat, if any	Fill in one of the sections making sure that your sample includes most of the ingredients in the mix (pasta, meat, vegetables).
Pizza	One slice	Save one whole slice in a freezing bag or in a freezer container properly labeled as indicated above.
Rice dishes	1.75 oz (¼ cup) including vegetables and meat, if any	Fill in one of the sections of the tray.
Produce		
Fruits and vegetables handled in-house (sliced, cut, etc.)	1.75 oz (¼ cup) or a single unit, depending on initial size	Save the amount of sliced/cut fruits and vegetables enough to fill in one of the sections. You do not need to save samples of whole fruits, such as bananas. Do not consider washing as part of the food preparation, this is, you do not need to save samples of vegetable or fruits that you only wash before display, such as whole apples.
Desserts		
Cookies, brownies, cake made in-house	1.75 oz (¼ cup) or a single unit, depending on product.	Do not take sample if served directly from container. Save one unit or ¼ cup of every dessert prepared in-house.

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Handout 5: Microwave Cooking and Reheating

COOKING

- Remove food from its packaging and put on microwave safe tray before cooking.
- Cover dish with a lid/plastic wrap. Allow enough space between food and top of dish so plastic wrap does not touch the food. Loosen or vent lid or wrap to allow steam to vent.
- Stir, rotate, or turn food upside down (where possible) midway through the microwaving time.
- Follow cooking instructions on product label (or recipe instructions).
- Observe “standing time.” Cooking continues and is completed during standing time.
- Check food temperature. Unless the thermometer is labeled safe for microwave cooking, do not leave the thermometer in the food during microwaving.
- Let stand at least 3 minutes to complete cooking process.

THAWING IN THE MICROWAVE

- Select “defrost” setting or 30% power. Rotate and turn food upside down when possible. Never hold partially cooked food to use later.

REHEATING

- Cover foods with a lid or a microwave-safe plastic wrap. Turn back corner for the steam to vent.
- After reheating foods in the microwave oven, allow standing time.
- Only use cookware that is specially manufactured for use in the microwave oven.

MICROWAVE SAFE CONTAINERS

Safe to Use:

- Any utensil labeled for microwave use; heatproof glass (i.e., Pyrex) or glass-ceramic (such as Corning Ware); white, unprinted paper plates, towels, napkins and bags; or wax paper, parchment paper, heavy plastic wrap.

Not Safe to Use:

- Cold storage containers--margarine tubs, cottage cheese and yogurt cartons.
- Brown paper bags, newspapers, or aluminum foil
- Metal pans or china with metallic paint or trim
- Foam-insulated cups, bowls, plates or trays
- Take out containers with metal handles
- Metal “twist ties” on package wrapping

Handout 6: Time as a Public Health Control Measure

Using Time Alone as a Public Health Control to Limit Bacteria Growth in TCS (Potentially Hazardous) Foods – Standard Operating Procedures

HAZARD ANALYSIS: Pathogenic bacteria can grow in TCS foods (also called potentially hazardous foods) that are displayed or held for service for immediate consumption. Combination foods (those consisting of TCS and non-TCS foods) are classified as TCS foods unless proven otherwise.

CRITICAL CONTROL POINT: TCS foods to be served hot can be out of temperature control for **up to four hours**. TCS foods to be served cold can be out of temperature control for **up to six hours**. Temperature control is defined as keeping hot TCS foods at 135°F or hotter and cold TCS foods at 41°F or colder.

PROCEDURES FOR USING TIME ALONE AS A PUBLIC HEALTH CONTROL:

1. Identify all TCS menu items for which you will use time alone as a public health control when displaying or holding for service for immediate consumption. **NOTE:** *On a given day, there might be foods on a serving line that are kept safe using time alone as a public health control and foods that are kept safe using temperature as a public health control. These guidelines do NOT apply to foods in which temperature control is used to keep foods safe.*
2. Note on the standardized recipe or standardized procedure that you will use time alone as a public health control when serving the food.
3. Immediately before putting the item on the serving line, write with a permanent black marker on masking tape (or labels that are already available) the following information:
 - The time the food was removed from temperature control (such as refrigerator, cooking device (stove/oven/fryer), or hot-holding unit).
 - The time the food must be served. **NOTE:** *The time limit cannot exceed four hours for foods to be served hot and six hours for foods to be served cold. Once the food reaches the marked time limit, it must be thrown out.*
4. Secure the masking tape (or label) to the side of the holding container. Labels are put on the pan when the pan is removed from the warmer or the refrigerator. **NOTE:** *No label should be on the pan unless the pan is removed from warmer and is going to be immediately put on the serving line.*
5. Once you use time alone as a public health control, the food cannot be returned to the refrigerator or freezer for later use or reheated, it must be thrown out.

MONITORING:

- Each hour, one worker must visually check the labels to ensure no food has exceeded the four-hour time limit. Once a food has exceeded the four-hour limit, it must be discarded.

RECORDS:

- The amount of each menu item that is discarded must be noted on the production record.

CORRECTIVE ACTION:

- A TCS food that is out of temperature control must be discarded when:
 - It has no time marking while it is on the serving line.
 - The time marked on the container has exceeded 4 hours.

VERIFICATION:

- The site manager will verify:
 - All containers of TCS food is properly marked while on the serving line.
 - Marked hot and cold food is discarded within 4 hours.

Handout 7: Date Marking

Date Marking TCS (Potentially Hazardous) Food, and Ready-to-Eat Food

HAZARD ANALYSIS: To ensure proper rotation of TCS ready-to-eat foods (RTE) foods (also called potentially hazardous foods) to prevent or foodborne disease.

CRITICAL CONTROL POINT: A TCS RTE food must be date marked *if* the food is to be stored under refrigeration for more than 24 hours.

PROCEDURES FOR DATE MARKING:

1. Identify TCS RTE foods to be held at 41°F or colder for more than 24 hours. Label the holding container with the name of the food, date and time it was prepared or opened, and the date it must be eaten, sold, or thrown out. Example of how to date mark food:
 - “cut cantaloupe, prepared 5/26/15, 8:00 a.m. discard 5/28/15”
2. Label TCS RTE foods that are prepared on-site and held for more than 24 hours.
3. Label any processed, TCS RTE foods when opened, if they are to be held for more than 24 hours.
4. Refrigerate all TCS RTE foods at 41 °F or colder.
5. Serve or discard refrigerated, TCS RTE within three days.

MONITORING:

- Once each day, one worker must visually check the labels to ensure no food has exceeded the three-day limit. Once a food has exceeded the three-day limit, it must be discarded.

RECORDS:

- The amount of leftover menu items must be noted on the production record on the day that the food was prepared.

CORRECTIVE ACTION

- Discard TCS RTE foods that are not date marked or that exceed the 3-day time period.

VERIFICATION

- Staff will verify:
 - All TCS RTE foods held for under refrigeration at 41°F or colder for more than 24 hours is date marked.
 - TCS RTE foods that are not date marked or that exceeds the three-day limit are discarded

****Note: While DHEC allows for the minimum requirement of 7 days South Carolina Department Education Office of Health Nutrition has set a higher standard of three days.***

ITEMS NOT REQUIRING DATE MARKING

Some foods prepared and packaged in an inspected food processing plant do not require date marking. These foods include:

- Semi-soft cheeses
- Hard cheeses
- Cultured dairy products, such as yogurt, sour cream and buttermilk
- Preserved fish products, such as pickled herring and dried or salted cod
- Shelf-stable dry fermented sausages, pepperoni and salami
- not labeled as “keep refrigerated”

2-6 Monitoring and Recordkeeping

Monitoring tracks how well your workers are implementing your HACCP plan. It also helps you to determine if the standards outlined in sections 2-4: Hygiene, Sanitation, and Facilities Standards (Prerequisite Programs) and 2-5: Safe Food Handling Practices are met.

MONITORING FORMS	STORAGE LOCATION	HOW LONG TO KEEP
Daily Production Record		Current plus three years
Daily – Operation Inspection		Current plus three years
Daily – Refrigerator Inspection		Current plus three years
Daily – Freezer Inspection		Current plus three years
Daily – Hot-holding Unit Inspection		Current plus three years
Daily -- Time as a Public Health Control		Current plus three years
Daily – Store Room		Current plus three years
Daily – Temperature Calibration Log		Current plus three years
Daily – Sample Tray		Current plus three years
Complex Foods Cooling Log		Current plus three years
Monthly -- Series of four inspection sheets ²		Current plus three years
Monthly – Pest Control and Fire Safety Inspection		Current plus three years
Annual -- Operation Assessment		Current plus three years

¹ The monthly inspections include a series of four forms. One form is to be completed each week. The School Nutrition Director and/or the Food Safety Team Leader should decide when to complete these forms.

Some standards do not have a scheduled monitoring frequency and so are monitored “As needed.” Even so, it is still necessary to check whether or not the standard is being met. Nearly all of the standards that are monitored “As needed” are recorded on other forms that you are currently using in your operation. Below is a list of other forms on which standards to be monitored on an “As needed” basis would be recorded. This table also must be completed. **NOTE:** To save time, the table can be reviewed, rather than redone, on an annual basis. If this is done then record your name and the date the table was reviewed.

Reviewer:		Date of Review:	
MONITORING FORMS	RESPONSIBLE PERSON(S) ¹	STORAGE LOCATION	HOW LONG TO KEEP
Reports from the health department that employee diagnosed with foodborne illness ²			Current plus three years
Food Safety Checklist for New Workers			Until no longer employed
Foodborne Illness Complaint Log			Current plus three years
Pest Problem Reporting Log			Current plus three years
Pest Control Reports from PMP ³			Current plus three years
Purchasing and Receiving Delivery Invoices ⁴			Current plus three years
Environmental Health Inspection Reports		With Operation Assessment	Current plus three years
Training			Ten years

¹ The name or the position that is responsible for monitoring must be noted.

² Information that is shared by the health department about individual employees health must not be shared with any workers as this would be a violation of one’s right for privacy. Site managers are only allowed to share this information with their immediate supervisor, such as the Area Supervisor or School Nutrition Director.

³ In some schools, the principal will keep these records, if so simply note responsible person as Principal and cite the location as the Main Office.

⁴ In some schools, invoices are not left so there is no record at the school; the record is stored in the Central Office. If this is the case, simply note this on the table above.

DAILY – Operation Inspection -- Instructions for Completion

Page 1

Except for those tasks labeled “Afternoon”, complete all other monitoring tasks in the morning before food preparation begins.

Date – There are 31 lines on the form but the operation inspection only needs to be completed on days when the operation is open. Note the date using a numeric code. For example, May 31, 2016 should be recorded as 5/31/16. If the school is closed during the week due to a holiday or because of weather, note the date and draw a line through the remaining cells. Note above the line – holiday or weather – to reflect why monitoring was not completed that day.

Observer Initials – The person who monitors must record their initials. Typically one worker/position will be assigned this task, however, if another worker/position completes the monitoring that day then that individual should record their initials.

MORNING INSPECTION

Dishmachine Sanitizing

°F/ppm – if the dishmachine is a high-temperature dishmachine, the final rinse temperature must be recorded. If the dishmachine is a low-temperature dishmachine, follow the manufacturers instructions for the dishmachine to measure the sanitizing concentration. If the concentration is correct, write an “Y” in this cell. If it is not correct, write an “N” and note the corrective action.

Pressure – Check the manufacturer’s instructions to determine the proper pressure. Record the actual pressure that appears on the dishmachine gauge in this cell.

Dish Sink Set-up

Chemical sanitizer – the dish sink should be set-up each morning. If a chemical sanitizer is used, the concentration must be checked using the appropriate test strips. If the concentration is not correct, add more sanitizer to the sink then record a “Y” in this cell when the sanitizing solution is at the proper temperature. Adding sanitizer to the water does not need to be noted as a corrective action as dishes should never be sanitized in a solution that is not at the proper concentration. If the three-compartment sink is refilled more than once during the day, the sanitizer concentration needs to be checked but not recorded.

Hot water sanitizer -- If a booster heater used to sanitize in hot water (171°F or hotter), it is best to download the Daily – Operation Inspection form and change (ppm), which is under **Dish Sink Set-up** to (°F). The actual temperature of the hot water must then be recorded here.

Wipe/Spray Sanitizer (ppm) -- The concentration must be checked using the appropriate test strips. If the concentration is not correct, make fresh sanitizer then record a “Y” in this cell. Making fresh sanitizer does not need to be noted as a corrective action as sanitizing solution that is not at the proper concentration should never be used. If the spray bottle is remade during the day, the sanitizer concentration needs to be checked but not recorded.

Mop bucket set-up – A mop bucket should be set-up each morning before food preparation begins.

AFTERNOON INSPECTION

Clean-up – these items serve as a reminder of general sanitation practices that need to be completed in the afternoon before leaving the facility.

Trash – at the end of the day, all trash must be removed from the facility, write a “Y” in this cell when this is completed.

Floors – at the end of the day, all floors must be cleaned, write a “Y” in this cell when this is completed.

Surfaces – at the end of the day, all non-food-contact surfaces must be cleaned and all food-contact surfaces, cleaned and sanitized, if used during the day. Write a “Y” in this cell when this is completed.

NOTE: Record an “N” if clean-up did not take place.

Corrective Actions – Note any corrective actions that were taken. Below is a list of the appropriate corrective actions that should be taken when the standard is out of compliance.

Cleaning and Sanitizing – Three-compartment sink	1. Retrain any foodservice worker who is not following the procedures cleaning and sanitizing in a three-compartment sink. 2. Re-wash, rinse, and sanitize dirty food-contact surfaces. Re-sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly. 3. If the three-compartment sink is not properly set-up: • Drain and refill all compartments. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.
Cleaning and Sanitizing – Chemical Dishmachine	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. If the dishmachine is not working properly: • Drain and refill the machine to keep the water clean. • Contact the appropriate individuals to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. 3. For a chemical sanitizing machine, check the level of sanitizer remaining in bulk container. Fill, if needed. Prime the machine according to the manufacturer 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 individuals to have it repaired. Use a three-compartment sink to wash, rinse, and sanitize until the machine is repaired.
Cleaning and Sanitizing – High-Temperature	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individuals to have the machine repaired. Wash, rinse,

dishmachine	and sanitize in the three-compartment sink until the machine is repaired or use disposable single-service/single-use items if a three-compartment sink is not available.
Cleaning and Sanitizing – In-place Equipment	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly.

Page 2

Hand Sink #1-3 -- South Carolina law requires that warm water, soap, and towels be available at all hand sinks located in the kitchen area.

Water (°F) – water at all hand sinks must be warm (100°F) or hotter. Once or twice use a metal-stem thermometer to measure the temperature of the water so that you know what warm water feels like. After that, you can simply feel if the water is warm rather than measuring an actual temperature. If warm water is available write “Y”, if no, write “N.”

Soap -- all hand sinks must have soap. Check the soap dispensers at all hand sinks. If soap is available, write “Y”, if no, “write “N.”

Towels – all hand sinks must have single-use paper towels or a working air dryer. Check the availability of single-use towels or a working hand dryer. If available, write “Y”, if no, write “N.”

DAILY – Operation Inspection (Page 1)

Month/Year _____

Date	Observer Initials	Morning Inspection					Afternoon Inspection				Corrective Actions
		Dishmachine Sanitizing		Dish Sink Set-up	Wipe/ Spray Sanitizer	Mop Bucket Set-up	Clean-up				
		°F/ppm 180°F/50 ppm	Pressure 15-25 psi	(ppm) 200–400 ppm	200-400 (ppm)		Trash	Floors	Wiping cloths	Surfaces	
1											
2											
3											
4											
5											
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DAILY -- Operation Inspection (Page 2)

Month/Year _____

Date	Observer Initials	Handsink #1			Handsink #2			Handsink #3			Corrective Actions
		W	S	T	W	S	T	W	S	T	
1											
2											
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DAILY – Refrigerator Inspection -- Instructions to Complete

The DAILY—Refrigerator Inspection form must be completed for each refrigerated equipment. Refrigerated equipment includes walk-in refrigerators, reach-in refrigerators, salad bar units, milk boxes, refrigerated pass-through units, and air curtain merchandisers.

There are 31 lines on the form because the DAILY – Refrigerator Inspection must be completed seven days per week. If food is stored in the refrigerator when school is closed for extended periods of time – summer and breaks -- the temperature still needs to be monitored. It is recommended that this form be completed in the morning before food preparation begins. Also, more than one refrigerator might be in the operation, therefore, multiple copies of the form might need to be copied and the “name” of the piece of refrigerated equipment noted on the top of the form.

Date – Note the date using a numeric code. For example, May 31, 2016, should be recorded as 5/31/16. If temperatures are not checked on weekends and holidays, then the date needs to be noted and a line drawn through the remaining cells. It is very important that all information is accurately recorded.

Observer – The person who checks the refrigerator must record their initials.

Temperature (°F) – The temperature of the refrigerator must be at 39°F or colder. Each morning before food preparation begins, check the temperature and note the actual temperature noted in the cell. Each day before you leave, the temperature needs to be checked and the actual temperature noted in the cell.

Cross-contamination – The inside of each refrigerator must be inspected to be sure that all ready-to-eat/ cooked foods are stored above or completely segregated from raw foods so that there is no opportunity for cross-contamination. Foods can be segregated by putting them into deep containers in which the raw juices will not spill out during removal. Improperly stored raw foods could contaminate ready-to-eat/cooked foods. If there are no signs of refrigerated storage practices that could lead to cross-contamination, write a “N.” If there are signs of unsafe practices, correct the situation immediately and write an “Y” and note the corrective action that was taken.

Past-dated Foods – Any foods that are past the commercial date or the date marked on the container must be discarded. Record “none” if no foods discarded. Record the name of the food and the amount that was discarded if past-dated.

Corrective Actions Taken – Note any corrective actions taken. Below are examples of corrective actions that should be taken when the standard is out of compliance.

Refrigerated Storage	1. Contact maintenance. 2. Retrain any foodservice worker who is not following the refrigerated storage standards. 3. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 4. If the food has not been at 41°F for more than four hours, cook it immediately and properly cool or freeze. 5. If the refrigerator is not at 39°F or colder, adjust the thermostat immediately. 6. Throw out cooked or ready-to-eat foods that have been stored below raw meat, fish, or poultry.
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DAILY – Refrigerator Inspection

REFRIGERATED EQUIPMENT: _____ Month/Year _____

Date	Observer		Temperature (≤39°F)		Cross- contamination	Past-dated Foods	Corrective Actions Taken
	a.m.	p.m.	a.m.	p.m.			
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DAILY – Freezer Inspection -- Instructions to Complete

There are 31 lines on the form because the DAILY – Freezer Inspection must be completed seven days per week. If food is stored in the freezer when school is closed for extended periods of time – summer and breaks -- the temperature still needs to be monitored. It is recommended that this form be completed in the morning before food preparation begins. Also, more than one freezer might be in the operation, therefore, multiple copies of the form might need to be copied and the “name” of the freezer noted on the top of the form.

Date – Note the date using a numeric code. For example May 31, 2007, should be recorded as 5/31/07. If temperatures are not monitored on weekends and holidays, then the date needs to be noted and a line drawn through the remaining cells.

Observer – The person who checks the temperature of the freezer must record their initials. Typically one worker will be assigned this task, however, if another worker checks the temperature that day then that worker should record their initials.

Temperature (°F) – The temperature of the freezer must be at 0°F or colder. Each morning before food preparation begins, the temperature needs to be checked and the actual temperature noted in the cell. Each day before you leave, the temperature needs to be checked and again the actual temperature noted in the cell.

Sample Trays – Sample trays of food must be collected each day and kept frozen for seven days. The sample must be taken from the first batch before it is placed in the hot box or on the serving line. Sample trays should be made for all foods prepped in house. A sample tray should be collected for breakfast and for lunch. After seven days, the sample tray must be discarded. Note “Y” if the sample trays that are seven days or older were thrown out.

Past-dated Foods – Any foods that are past the commercial date or the date marked on the container must be discarded. Record “none” if no foods discarded. Record the name of the food and the amount discarded if past-dated.

Corrective Actions Taken – note any corrective actions taken. Here are a list of corrective actions that can be taken.

Frozen Storage	1. Contact maintenance to have the unit checked. 2. Retrain any foodservice worker who is not following the frozen storage standards. 3. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 4. If the food has not been at 41°F for more than four hours, cook it immediately and properly cool or freeze in a properly working cold-holding unit. 5. If the freezer is not at 0°F or colder, adjust immediately.
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DAILY – Freezer Inspection

FREEZER: _____

Month/Year _____

Date	Observer		Temperature (≤0°F)		Sample Trays	Past-dated Foods	Corrective Actions Taken
	a.m.	p.m.	a.m.	p.m.			
1							
2							
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DAILY – Hot-Holding Unit Inspection -- Instructions to Complete

There are 31 lines on the form. However, the DAILY – Hot-Holding Unit Inspection only needs to be completed on days that the school foodservice operation is open. **NOTE:** Hot-holding units are those pieces of equipment designed and used to keep properly cooked foods at 135°F or hotter. Proofing cabinets are not hot-holding units as they are used to proof bread at 120°F or warmer. Therefore, the DAILY – Hot-Holding Unit Inspection form does not need to be completed for proofing cabinets.

This form must be completed before any food is placed in the unit. No food can be placed in a hot-holding unit until it has been cooked to the temperature that is on the standardized recipe. If the unit is not used on a given day, record the date and write in the remaining cells “Did not use the hot-holding cabinet.”

Date – Note the date using a numeric code. For example, May 31, 2016, should be recorded as 5/31/16. If the school is closed during the week due to a holiday or because of weather, note the date and write in the remaining cells -- holiday or weather – to reflect why monitoring was not completed that day.

Observer – The person who monitors must note their initials. Typically one worker will be assigned this task, however, if another worker completes the monitoring for the day, that worker should record their initials.

Temperature – Unless the manufacturer recommends a different setting, the air temperature inside all hot-holding units must be at 150°F or hotter before any food is placed inside. **NOTE:** Some units might operate at higher or lower temperatures so always read the manufacturer instructions before use.

Corrective Actions Taken – Note any corrective actions taken. Below are examples of corrective actions that can be taken

Hot-Holding Units	1. Adjust the temperature. If the temperature does not rise, then call maintenance. 2. For hot foods that are not at proper temperatures: a. Reheat food to 165°F for fifteen seconds if the temperature is below 135°F and the last temperature measuring was 135°F or higher and taken with the last two hours. Repair or reset holding equipment before returning the food to the unit, if applicable. b. Discard the food if it cannot be determined how long the food temperature was below 135°F.
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DAILY – Hot-Holding Unit Inspection

Hot-holding Unit: _____ Month/Year _____

Date	Observer	Temperature (150°F)	Corrective Actions Taken
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DAILY – Dry Storeroom -- Instructions to Complete

There are 31 lines on the form, however, storeroom temperature only needs to be monitored five days per week. If food is stored in the storeroom when school is closed for extended periods of time – summer and breaks -- the temperature still needs to be monitored. It is recommended that this form be completed in the morning before food preparation begins.

Date – Note the date using a numeric code. For example May 31, 2007, should be recorded as 5/31/07. If temperatures are not monitored on weekends and holidays, then the date needs to be noted and a line drawn through the remaining cells.

Observer – The person who checks the temperature of the freezer must record their initials. Typically one worker will be assigned this task, however, if another worker checks the temperature that day then that worker should record their initials.

Temperature (°F) – The temperature of the storeroom is recommended to be between 50°F and 70°F. **NOTE:** This is an ideal temperature range and not always possible. The temperature needs to be checked at approximately the same time each day. The actual temperature must be recorded. It is recommended that the temperature in dry storage be checked in the morning when most other temperature checks are being performed.

Corrective Actions Taken – note any corrective actions taken. Below are examples of corrective actions that can be taken.

Dry Storage	1. Retrain any foodservice worker who is <u>not</u> following the dry storage standards. 2. If the temperature is not between 50°F and 70°F, call maintenance and note on Daily – Dry Storeroom. 3. If maintenance cannot correct temperature, use inventory within 7-10 days.
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DAILY – Dry Storeroom

Month/Year _____

Date	Observer	Temperature (50-70°F)	Corrective Actions Taken
1			
2			
3			
4			
5			
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7			
8			
9			
10			
11			
12			
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DAILY – Food Thermometer Calibration Log

The accuracy of all food thermometers must be checked each morning and the results recorded on the Thermometer Calibration Log. **NOTE:** To make this easy, store all thermometers together, such as in a pencil box, large cup, or cheese shaker.

Date – Note the date using a numeric code. For example May 31, 2016, should be recorded as 5/31/16. If temperatures are not monitored on weekends and holidays, then the date needs to be noted and a line drawn through the remaining cells.

Observer – Typically one worker will be assigned the task of checking the accuracy of the thermometers, however, if another worker checks the temperature that day then that worker should record their initials. It is best to have one individual assigned to perform this task rather than having multiple workers do so on a given day.

Number of Thermometers – Record the number of digital thermometers and the number of metal-stem thermometers being checked. It is not necessary to number the thermometers and maintain a running log of a particular thermometer's temperature.

Temperature (32°F) – The temperature of each food thermometer must be at 32°F when using the ice water method for checking the accuracy of food thermometers. Record the number of digital thermometers and the number of metal-stem thermometers that were accurate. If any thermometers were not accurate then note the number and how the problem was corrected in the corrective action taken column.

Corrective Actions Taken – note any corrective actions taken. Here are examples of corrective actions that can be taken.

Thermometers	1. For an inaccurate, bimetallic-dial-faced thermometer adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 2. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. If it cannot be adjusted, then purchase a new thermometer. 3. If an inaccurate thermometer cannot be adjusted on-site, do not use it. Follow the manufacturers instructions for calibrating the thermometer. If it cannot be calibrated, it must be thrown out.
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DAILY – Food Thermometer Calibration Log

Month/Year _____

Date	Observer	Number of Thermometers	Temperature (32°F)	Corrective Actions Taken
1		Digital: Metal-stem:	Digital: Metal-stem:	
2		Digital: Metal-stem:	Digital: Metal-stem:	
3		Digital: Metal-stem:	Digital: Metal-stem:	
4		Digital: Metal-stem:	Digital: Metal-stem:	
5		Digital: Metal-stem:	Digital: Metal-stem:	
6		Digital: Metal-stem:	Digital: Metal-stem:	
7		Digital: Metal-stem:	Digital: Metal-stem:	
8		Digital: Metal-stem:	Digital: Metal-stem:	
9		Digital: Metal-stem:	Digital: Metal-stem:	
10		Digital: Metal-stem:	Digital: Metal-stem:	
11		Digital: Metal-stem:	Digital: Metal-stem:	
12		Digital: Metal-stem:	Digital: Metal-stem:	
13		Digital: Metal-stem:	Digital: Metal-stem:	
14		Digital: Metal-stem:	Digital: Metal-stem:	
15		Digital: Metal-stem:	Digital: Metal-stem:	
16		Digital: Metal-stem:	Digital: Metal-stem:	
17		Digital: Metal-stem:	Digital: Metal-stem:	
18		Digital: Metal-stem:	Digital: Metal-stem:	
19		Digital: Metal-stem:	Digital: Metal-stem:	
20		Digital: Metal-stem:	Digital: Metal-stem:	
21		Digital: Metal-stem:	Digital: Metal-stem:	
22		Digital: Metal-stem:	Digital: Metal-stem:	
23		Digital: Metal-stem:	Digital: Metal-stem:	
24		Digital: Metal-stem:	Digital: Metal-stem:	
25		Digital: Metal-stem:	Digital: Metal-stem:	
26		Digital: Metal-stem:	Digital: Metal-stem:	
27		Digital: Metal-stem:	Digital: Metal-stem:	
28		Digital: Metal-stem:	Digital: Metal-stem:	
29		Digital: Metal-stem:	Digital: Metal-stem:	
30		Digital: Metal-stem:	Digital: Metal-stem:	
31		Digital: Metal-stem:	Digital: Metal-stem:	

Complex Foods Cooling Log

The Complex Foods Cooling Log only needs to be completed for menu items that are normally prepared in advance for next day service. These potentially hazardous foods pass through the temperature danger zone (41°F to 135°F) more than one time. Leftovers of any menu item that is typically prepared using same day service are not classified as complex foods. Therefore, this form does not need to be completed for leftover foods.

Examples of complex foods include:

- Egg salad sandwich (prepared fresh from raw eggs)
- Ground beef crumbles that are cooked, cooled, frozen and then used in other recipes
- Macaroni salad (prepared fresh with dry noodles in the operation)
- Pork roast
- Turkey roast

Complex foods must be cooled from 135°F to 41°F with 4 hours or from 135°F to 70°F within 2 hours. The best methods to cool food are:

- Put in shallow pans where the food depth is no more than two inches.
- Cut large pieces of meat into individual servings.
- Stack pieces of food, such as hamburgers, so the height of the stack is no more than two inches high.
- Cool liquid or semi-liquid foods in an ice water bath.
- Add ice directly to liquid foods but remember the amount of water used to make the item must be adjusted.
- Use a blast chiller.

Date – Note the date using a numeric code. For example May 31, 2016, should be recorded as 5/31/16.

Complex Food – Note the menu item name as it appears in your Menu Summary. This form does not need to be completed for leftover foods.

Time and Temperature Reading

Observer – Record the initials of the individual who is monitoring and recording the observation.

Time – Note the time that the reading was taken.

Temperature (°F) – Note the temperature.

Corrective Actions Taken – note any corrective actions taken.

Complex Foods Cooling Log

Date	Complex Food	Time and Temperature Reading			Corrective Actions Taken
		Observer	Time	Temperature (°F)	
		1			
		2			
		3			
		4			
		5			
		6			
		Observer	Time	Temperature (°F)	Corrective Actions Taken
		1			
		2			
		3			
		4			
		5			
		6			
		Observer	Time	Temperature (°F)	Corrective Actions Taken
		1			
		2			
		3			
		4			
		5			
		6			
		Observer	Time	Temperature (°F)	Corrective Actions Taken
		1			
		2			
		3			
		4			
		5			
		6			

MONTHLY FOOD SAFETY INSPECTION -- WEEK ONE

Signature of Responsible Person: _____

Date Inspection Completed: _____

Directions: Complete this checklist as part of your monthly food safety inspection cycle. If you answer “no” to any of the items, you must take corrective action. Record the corrective actions taken in the space at the bottom of this form. NOTE: This is one of a series of four forms. It is recommended that one form be completed each week.

DRY STORAGE

Yes	No	N/A	
___	___	___	All food is stored properly.
___	___	___	Packaged food is properly labeled with date received (month/day/year).
___	___	___	The first in, first out (FIFO) procedure is used for all dry food storage.
___	___	___	All food is stored on clean shelving that is at least 6 inches off the floor.
___	___	___	Food stored in durable, food-grade containers and not in direct sunlight.
___	___	___	Cleaning supplies/other chemicals separated from all food, dishes, utensils, wiping cloths/towels, and single-use items.
___	___	___	Non-food supplies and chemicals are in their original containers. If not in the original container, it is clearly labeled on the side.

CORRECTIVE ACTIONS TAKEN:

<u>Date</u>	<u>Action Taken</u>
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MONTHLY FOOD SAFETY INSPECTION -- WEEK TWO

Signature of Responsible Person: _____

Date Inspection Completed: _____

Directions: Complete this checklist as part of your monthly food safety inspection cycle. If you answer “no” to any of the items, you must take corrective action. Record the corrective actions taken in the space provided at the bottom of this form. **NOTE:** This is one of a series of four forms. It is recommended that one form be completed each week.

REFRIGERATED STORAGE

Yes No N/A

___ ___ ___ Food is stored to allow for good air circulation; shelves not lined.

___ ___ ___ All food properly covered and labeled with the amount and date (CLAD).

FROZEN STORAGE

Yes No N/A

___ ___ ___ Hot food is properly stored in the freezer.

___ ___ ___ All foods properly covered and labeled with the amount and date (CLAD).

___ ___ ___ Freezers are defrosted according to manufacturer instructions.

CORRECTIVE ACTIONS TAKEN:

Date **Action Taken**

MONTHLY FOOD SAFETY INSPECTION -- WEEK THREE

Signature of Responsible Person: _____

Date Inspection Completed: _____

Directions: Complete this checklist as part of your monthly food safety inspection cycle. If you answer “no” to any of the items, you must take corrective action. Record the corrective actions taken in the space at the bottom of this form. **NOTE:** This is one of a series of four forms. It is recommended that one form be completed each week.

FOOD PREPARATION

Yes No N/A

___	___	___	Fruits and vegetables are properly washed before preparation or service.
___	___	___	Ice used to chill food or beverages is never used as a food ingredient.
___	___	___	A cleaned and sanitized container(s) and ice scoop(s) is used to dispense ice.

TRANSPORTING

___	___	___	All cold-holding equipment is properly cleaned and sanitized.
___	___	___	All holding equipment properly cleaned and sanitized when returned.

CORRECTIVE ACTIONS TAKEN:

<u>Date</u>	<u>Action Taken</u>
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MONTHLY FOOD SAFETY INSPECTION – WEEK 4

Signature of Responsible Person: _____

Date Inspection Completed: _____

Directions: Complete this checklist as part of your monthly food safety inspection cycle. If you answer “no” to any of the items, you must take corrective action. Record the corrective actions taken in the space at the bottom of this form. **NOTE:** This is one of a series of four forms. It is recommended that one form be completed each week.

FACILITIES AND EQUIPMENT

Yes No N/A

___	___	___	Properly sized plastic liners in all garbage cans located in each work area.
___	___	___	Recyclables are properly stored.
___	___	___	Dumpster and dumpster pad area maintained in a clean condition.
___	___	___	Sand urns located in smoking/break areas maintained and emptied frequently – if smoking is permitted on school property.

HAZARD COMMUNICATIONS

Yes No N/A

___	___	___	All hazardous chemicals properly marked.
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CORRECTIVE ACTIONS TAKEN:

<u>Date</u>	<u>Action Taken</u>
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MONTHLY – Pest Control and Fire Safety Inspection

Pests can pose a significant program within a foodservice operation. Complete the following inspection report each month. All items checked “NO” must be corrected as soon as possible.

Observer: _____ **Date Inspection Completed:** _____

Pest Control			
Is the Pest Control log in an area that is accessible to workers and the PCO?	Yes	No	
Did the PCO visit the school foodservice this month?	Yes	No	--
If the PCO visited, was the facility properly prepared for the visit—all exposed cooking implements and utensils covered or put away?	Yes	No	--
The building exterior and perimeter is clean and free of clutter and debris.	Yes	No	N/A
Insecticides and rodent traps properly used in and near the garbage and waste area.	Yes	No	N/A
Only products labeled for use in food-handling areas are used.	Yes	No	N/A
Trapping devices or other means of pests control properly maintained and used.	Yes	No	N/A
Pesticides kept in their original containers and stored properly.	Yes	No	N/A
Fire and Physical Safety			
Freezer doors without an emergency escape are unlocked.	Yes	No	N/A
Exhaust fans are running when any cooking equipment is operating.	Yes	No	N/A
All equipment is aligned properly under the hood system.	Yes	No	N/A
All combustibles are under the hood.	Yes	No	N/A
All manual pull stations are not blocked.	Yes	No	N/A
All portable fire extinguishers are in the charge position.	Yes	No	N/A
All portable fire extinguishers are not blocked.	Yes	No	N/A
No boxes are blocking exits, exit egress, or exit discharge areas.	Yes	No	N/A
No food items are stored closer than 24 inches to the ceiling.	Yes	No	N/A
No boxes, bags, tools or other materials on floor.	Yes	No	N/A
Walkways are not blocked with hand trucks, equipment, or materials.	Yes	No	N/A
No cords or cables are in walkways.	Yes	No	N/A
No items are on stairs.	Yes	No	N/A
Exit lights are illuminated.	Yes	No	N/A

NOTES:

Foodborne Illness Complaint Form – Instructions to Complete

Date complaint received – Record the date that the complaint received in the cafeteria. If you receive the information from another party, then record the date that they received the complaint and the date that they forwarded the information to you.

Name/Phone Number of Complainant – Record the name and the telephone number of the individual making the complaint.

Date Illness Occurred – Record the date that the proposed illness occurred.

Implicated food – Record the names of the food(s) that the complainant said was (were) eaten on the day that the proposed illness occurred.

Number ill – Record how many individuals were reported by the complainant to be sick.

Comments – Note how the complaint was handled. Was there a review of the HACCP records on the day that the proposed illness took place? Was the complaint referred to the health department?

Foodborne Illness Complaint Form

Month/Year: _____

School Name: _____

Date Complaint Received	Name/Phone Number of Complainant	Date Illness Occurred	Implicated Food	Number Ill	Comments

Pest Problem Reporting Log

Name of School _____

Date	Room Number/Area	Pest	Comments	Person Reporting

2-7: CORRECTIVE ACTIONS

Although your HACCP plan is intended to prevent deviations from the standards outlined in 2-4: Hygiene, Sanitation, and Facilities Standards and 2-5 Safe Food Handling, perfection is rarely achieved. Therefore, you must have a plan to help you to decide what to do when you do not meet the standards. These are called “Corrective Actions.” The Food Safety Team Leader is in charge of correcting the problem. However, sometimes workers must correct problems and so they must also know what the corrective actions are.

HYGIENE, SANITATION, AND FACILITY STANDARDS	CORRECTIVE ACTIONS
Facilities	1. If deviations in the facility structure are noted either on the Annual Operation Assessment or detected any time during the school year, contact your School Nutrition Director or your Area Supervisor to determine to whom the repair request should be sent.
Equipment – Selection and Installation	1. If deviations in the facility structure are noted either on the Annual Operation Assessment or detected any time during the school year, contact your School Nutrition Director or your Area Supervisor to determine to whom the repair request should be sent.
Equipment – Maintenance	4. For an inaccurate, <u>bimetallic-dial-faced thermometer</u> adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 5. For an inaccurate, <u>digital thermometer</u> with a reset button, adjust the thermometer according to manufacturer’s instructions. <u>If it cannot be adjusted, throw out the thermometer.</u> 6. Retrain any foodservice worker who is not following the proper procedures for maintaining equipment

Workers – Health	1. Retrain any foodservice worker who is not following the procedures outlined under Workers – Health in 2-4: Hygiene, Sanitation, and Facilities Standards. 2. Immediately send home, any school foodservice worker who is working who has been diagnosed with an illness associated with <i>Salmonella</i> Typhi, <i>Non-Typhoidal Salmonella</i>, <i>Shigella</i>, <i>E. coli</i> 0157:H7, Norovirus, or Hepatitis A. 3. If a worker reports to work with symptoms of vomiting, diarrhea, fever, or jaundice send them home. 4. If a worker exhibits symptoms of vomiting, diarrhea, fever, jaundice has handled food, all food that they have handled must be thrown out.
Workers – Appearance	1. Retrain any foodservice worker who is not following the procedures outlined in Workers – Appearance.
Workers – Handwashing	1. Retrain any foodservice worker who is not following the proper procedures for washing their hands. 2. Throw out all food that they have handled with improperly washed hands.
Workers – Other Hygienic Practices	1. Retrain any foodservice worker who is not following the proper procedures. 2. Throw out all food that has been improperly handled.
Training	1. Schedule training for those who have not been trained.
Pest Control	1. Retrain any foodservice worker who is not following the procedures. 2. Discard any food contaminated by pesticides. 3. Label and/or properly store any unlabeled or misplaced chemicals.

Cleaning and Sanitizing – Three-compartment sink	1. Retrain any foodservice worker who is not following the procedures cleaning and sanitizing in a three-compartment sink. 2. Re-wash, rinse, and sanitize dirty food-contact surfaces. Re-sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly. 3. If the three-compartment sink is not properly set-up: • Drain and refill all compartments. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved.
Cleaning and Sanitizing – Chemical Dishmachine	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. If the dishmachine is not working properly: • Drain and refill the machine to keep the water clean. • Contact the appropriate individuals to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. 3. For a chemical sanitizing machine, 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 individuals to have it repaired. Use a three-compartment sink to wash, rinse, and sanitize until the machine is repaired.

Cleaning and Sanitizing – High-Temperature dishmachine	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individuals to have the machine repaired. Wash, rinse, and sanitize in the three-compartment sink until the machine is repaired or use disposable single-service/single-use items if a three-compartment sink is not available.
Cleaning and Sanitizing – In-place Equipment	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if the surfaces were not properly sanitized. Throw out food that comes in contact with food contact surfaces that have not been sanitized properly.
Hazard Communications	1. Retrain any foodservice worker who is not following the procedures for this prerequisite program.

SAFE FOOD HANDLING STANDARD	CORRECTIVE ACTIONS
Purchasing and Receiving	1. Retrain any foodservice worker who is not applying the purchasing and receiving standards. 2. Contact your School Nutrition Director or your Area Supervisor to determine how to handle rejected foods.
Dry Storage	1. Retrain any foodservice worker who is <u>not</u> following the storage standards. 2. If the temperature is not between 50°F and 70°F, call maintenance and note on Daily – Storage Temperature. 3. If maintenance cannot correct temperature, use inventory within 7-10 days. Contact Food Services Director.
Refrigerated Storage	7. Retrain any foodservice worker who is not following the refrigerated storage standards. 8. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 9. If the food has not been at 41°F for more than four hours, move to another refrigeration unit. 10. If the refrigerator is not at 39°F or colder, adjust the thermostat immediately. If the temperature does not decrease, contact maintenance. 11. Throw out cooked or ready-to-eat foods that have been stored below raw meat, fish, or poultry. 12. Throw out foods that are past-dated.
Frozen Storage	1. Retrain any foodservice worker who is not following the frozen storage standards. 2. Throw out food that has been at a temperature of greater than 41°F for more than four hours. 3. If the food has not been at 41°F for more than four hours, cook it immediately and properly cool or freeze in a properly working cold-holding unit. 4. If the freezer is not at 0°F or colder, adjust immediately. If the temperature does not decrease, contact maintenance. 5. Throw out foods that are past-dated.
Preparation – Thawing	1. Retrain any foodservice worker who is not following the procedures for thawing. 2. Throw out all foods that have been improperly thawed.
Preparation – Meats, Fish, and Poultry	1. Retrain any foodservice worker who is not following the procedures for preparing meat, fish, and poultry. 2. Throw out all meat, fish, and poultry that have not been properly handled. 3. Discard prepared meats, fish, and poultry that are in the refrigerator for more than three days.

Preparation – Salads Containing Potentially Hazardous Foods	1. Retrain any foodservice worker who is not following the procedures for preparing salads containing potentially hazardous foods. 2. Discard ready-to-eat food that is touched with bare hands. 3. Discard opened containers of salads containing potentially hazardous foods that are in the refrigerator after the three days. 4. Discard salads that are past the manufacturer use by date. 5. Discard salads containing potentially hazardous ingredients that have been made in-house after three days.
Preparation – Eggs and Egg Mixtures	1. Retrain any foodservice worker who is not following the procedures for preparing eggs and egg mixtures. 2. Discard any eggs or egg products that have not been handled properly. 3. Discard eggs and egg mixtures that are in the refrigerator after three days.
Preparation – Batters and Breading	1. Retrain any foodservice worker who is not following the procedures for preparing batters and breading. 2. Discard any foods that have been in the temperature danger zone for more than four hours. 3. Discard batters and breading that are in the refrigerator after three days.
Preparation – Fruits and Vegetables	1. Retrain any foodservice worker who is not following the procedures for preparing fruits and vegetables. 2. Discard ready-to-eat food that is touched with bare hands. 3. Remove unwashed whole fruits and vegetables from the serving line and wash immediately before serving. 4. Label and date fresh cut fruits and vegetables. 5. Discard cut melons held after three days.
Preparation – Ice	1. Retrain any foodservice worker who is not following the procedures for preparing ice. 2. Discard ready-to-eat food that is touched with bare hands.

Holding and Serving	1. Retrain any foodservice worker who is not following the procedures for holding and serving foods. 2. For hot foods that are not at proper temperatures: a. Reheat food to 165°F for fifteen seconds if the temperature is below 135°F and the last temperature measuring was 135°F or higher and taken with the last two hours. Repair or reset holding equipment before returning the food to the unit, if applicable. b. Discard the food if it cannot be determined how long the food temperature was below 135°F. 3. For cold foods that are not at proper temperatures, rapidly chill the food using an appropriate cooling method if the temperature is warmer than 41°F and the last temperature was 41°F or colder <u>and</u> taken within the last two hours: a. Place food in shallow container (no more than two inches deep) and loosely covered. Put on the top shelf in the back of the walk-in or reach-in cooler. b. Use a quick-chill unit like a blast chiller. c. Stir the food in a container placed in an ice water bath. d. Add ice as an ingredient. e. Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable. 5. Discard the food if it cannot be determined how long the food temperature was above 41°F. 6. Throw out unmarked or unidentified food or food that is noted to exceed the four-hour limit. 7. When using time alone as a public health control a TCS food that is out of temperature control must be discarded when it has no time marking while it is on the serving line and the time marked on the container has exceeded 4 hours.
Leftovers, Advance Preparation, and Opened Packages of Food	1. Retrain any foodservice worker who is not following the procedures for handling leftovers. 2. Throw out leftover foods stored in the refrigerator that are older than three days. 3. Throw out leftover foods stored in the freezer that are older than one menu cycle. 4. Throw out foods that are past dated.
Recovering/Reserving	1. Throw out exposed foods that have been recovered.
Transporting	1. Retrain any foodservice worker who is not following the procedures for transporting food. 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 less than 135°F. 4. Cool food to 41°F or colder using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. 5. Discard potentially hazardous foods held in the temperature danger zone for more than four hours.

2-8 VERIFICATION

Verification is defined as the process of evaluating the HACCP Plan to determine whether the standards are being properly implemented, monitored, and observations recorded.

Table 1. Four types of verification and who is responsible

TYPE OF VERIFICATION	WHO IS RESPONSIBLE	FREQUENCY OF REVIEW
1. Scientific or technical verification that critical limits at critical control points are satisfactory.	Clemson faculty All procedures outlined in the Plan are based on the <i>Food Code</i> and the <i>SC Foodservice Rules</i> .	Each spring or whenever the SC Department of Education will determine when updates are needed (as determined necessary by the SC Department of Education.)
2. HACCP plan is functioning effectively. Therefore, the food safety team leader at each site needs to review their HACCP plan, be certain that the HACCP plan is being correctly followed, and conduct a review of completed records. Verification of HACCP Form Included in this section.	Identified Food Safety Team Leader at each site or their designee.	Annual at the beginning of the school year.
3. HACCP plan is functioning effectively. The School Nutrition Director or Area Supervisor needs to review the HACCP plan to be certain that it is being correctly followed and that records are properly prepared. The School Nutrition Director HACCP Implementation Form is included in this section	School Nutrition Director or their designee	During each school year
4. SC Department of Education and the local health department to ensure that the establishment's HACCP system is functioning in a satisfactory fashion.	Education Associates from the SC Department of Education	Annual

VERIFICATION OF HACCP PLAN

School: _____ **District:** _____

Signature of Responsible Person: _____

Date Completed: _____

1. Have the following forms been completed for the current school year? Check all that have been completed. The previous year's sheets can be removed and kept for three years in a separate file.

- ☐ Menu Summary—Binder 1
- ☐ Standardized Recipes and Procedures—Binder 1
- ☐ Food Safety Team—Binder 2
- ☐ School Description—Binder 2
- ☐ Operation Assessment—Binder 2

2. Were there any changes to recipes during the last school year? ____ Yes ____ No

If no, go to question 5.

3. Did you add any new recipes or modify any old recipes? ____ Yes ____ No

If yes, list the name and/or recipe number of new or modified recipes in the space below. If no, go to question 5.

4. Have these new or revised recipes been added to your Recipe Binder? ____ Yes ____ No
5. Are required monitoring records properly completed and on file? ____ Yes ____ No

To evaluate (verify) this, randomly select from last school year the monitoring records for one week. Identify the dates (for the week) instead of the records that you will be reviewing.

6. List all (the title, date and location) training(s) that was offered during the previous school year to support the HACCP plan.

Training Title	Audience	Date(s)	Location

7. Have you filed the appropriate documentation to document that the training has occurred?

HACCP Plan Implementation School Nutrition Director Verification

School: _____ District: _____

Date Evaluation Completed: _____

Yes	No	N/A		Comments
			Are binders 1 and 2 located in manager's office?	
			Is the Menu Summary properly completed and filed in Binder 1?	
			Is the list of pre-prepared foods completed and filed?	
			Are standardized recipes/procedures available for all menu items available and filed in Binder 1?	
			Are cooking temperature noted on standardized recipes/procedures for potentially hazardous foods?	
			Is the Food Safety Team completed and filed?	
			Is the School Description completed and filed?	
			Are the Environmental Health inspections available?	
			Is the Operation Assessment completed and filed?	
			Is the Monitoring Summary completed and filed?	
			Are the Production Plans for the school year completed and filed?	
			Are the Daily – Operation Inspection forms for the school year completed and filed?	
			Are the Daily – Refrigerator Inspection forms for the school year completed and filed?	
			Are the Daily – Freezer Inspection forms for the school year completed and filed?	
			Are the Daily – Hot-holding Unit Inspection forms for the school year completed and filed?	
			Are the Monthly Inspections for the school year completed and filed?	
			Are the Pest Control Inspection forms for the school year completed and filed?	
			Are the Food Safety Checklist for New Workers completed for all workers who began August 20, 2010 or after.	

Summary of items needing correction and date to complete corrections:

Item Needing Correction	Date to Complete Correction

2-9 EMPLOYEE TRAINING

Training is an important part of your HACCP plan as it is the primary way to communicate to your employees how to keep food safe. Effective training programs must include an overview of safe food handling procedures, hygiene, sanitation, and facility standards, and monitoring and record keeping procedures. All employees also need to be aware of how to handle chemicals, including the location of **Safety Data Sheet (SDS)**. Hazards communications and pesticide training(s) can be included as part of new worker orientation, during scheduled food safety training, or as part of a separate hazards communications training.

New Worker Orientation -- Training begins immediately when new employees are hired. Orientation is a process of teaching new employees about job expectations. It is important to include food safety in the orientation of all new employees. The manager/supervisor must complete a Food Safety Checklist for New Workers (Handout 1 in the 2-4: Prerequisite Program Standards) for all new workers. The checklist is to be reviewed and signed by both the new worker and their manager/supervisor. The Child Nutrition Director will complete the checklist for substitutes who rotate among schools. Therefore, the manager will not need to complete the checklist for substitutes. This checklist must be kept on file until the worker is no longer employed in your operation.

In addition to New Worker Orientation, the SC Department of Education, Department of Health and Nutrition offer three HACCP classes.

1. **HACCP 10-hour Class: HACCP in SC Schools.** This class is designed to meet the 10-hour food safety requirement for district directors, supervisors, and managers. The class is also approved by the School Nutrition Association (SNA) as it meets their certification requirements (operators applying for SNA certification are eligible to take this class). A certificate is awarded after passing a 50-item exam with a score of 74% or higher. The certificate is valid for five years.
2. **HACCP, 2-hour Class: Introduction to HACCP.** This class is designed to provide newly hired supervisors and managers an overview of the SC School HACCP Plan. The focus of this class is to describe how the HACCP Plan is organized, how it should be implemented in daily operations, and basic food safety information. This class consists of a two-hour HACCP Overview and is required prior to taking the 10 hour class.
3. **HACCP, 2-4 hour Class in Food Safety for Operators.** This class is designed for directors and supervisors to use as an in-service class for all managers and staff as needed.