

Standard Operating Procedures

for Cwmdu Kitchen

1/9/2021

Standard Operating Procedure (SOP): Cover Sheet

✓ or NA for each item	
All Food Establishments, except vending locations:	
	Hand washing
	Personal hygiene
	Using suitable utensils when handling ready-to-eat foods
	Employee health policy
	Purchasing food from approved sources
	Receiving deliveries
	Cleaning and sanitizing food contact surfaces (including ware washing)
When applicable to the establishment:	
	Preventing cross-contamination during storage & preparation
	Date marking ready-to-eat, potentially hazardous food
	Using time only as a public health control to limit bacteria growth
	Thawing food
	Controlling time and temperature during preparation
	Cooking potentially hazardous food
	Cooling potentially hazardous food
	Reheating potentially hazardous food
	Holding hot and cold potentially hazardous foods
	Serving food
	Storing and using poisonous or toxic chemicals
	Washing fruits & vegetables
	Using and calibrating thermometers
	Transporting food to remote sites (satellite kitchens)
	Preventing contamination at food buffets
Special transitory food units (SFTU's) only:	
	Menu copy
	Water supply
	Wastewater disposal

The documents noted above were reviewed and found to be technically correct:

Agency Representative: _____ Date: _____

Agency Notes:

Daily Food Safety Manager's Checklist

Employee Health and Hygiene: All workers in good health (no symptoms of diarrhea, vomiting, jaundice, sore throat with fever, infected cuts or wounds on hand): YES NO

If no, sick worker excluded from establishment: YES NO

Food handlers are wearing effective hats or hair nets and clean clothes: YES NO

Observed effective hand washing when contaminated and at required frequencies: YES NO

Hand Wash Sinks: Soap _____ Paper Towels _____ Trash Can _____ Reminder Sign _____

Food Source: Food obtained from approved source:

YES NO

Deliveries inspected upon receipt (package integrity, free of temperature abuse and pests): YES NO

Potentially hazardous food received frozen or below 41°F (temperature checked): YES NO (reject delivery)

Food Temperatures: Calibrated thermometers available (cleaned/sanitized between uses):

Cold Holding (reach-in, walk-in, or preparation coolers, cold buffets): Food Temperatures ~ 41°F. or below

Unit _____ Air Temp _____ Food Temp _____ Unit _____ Air Temp _____ Food Temp _____

Unit _____ Air Temp _____ Food Temp _____ Unit _____ Air Temp _____ Food Temp _____

All potentially hazardous ready-to-eat food checked daily for proper date marking:

Marked with 7 day discard dates: YES NO Outdated food discarded: YES NO

Raw potentially hazardous food cooked to the minimum internal temperature:

(Poultry 165°F; ground beef 155°F; beef, fish, and eggs 145°F:

Temp/Food Item _____ / _____ Temp/Food Item _____ / _____

Temp/Food Item _____ / _____ Temp/Food Item _____ / _____

Cooling potentially hazardous food (135°F to 70°F. within 2 hours max, and 70°F to 41°F. in 4 hours max)

Approved method utilized (ice bath, shallow uncovered metal pans, frozen cooling wand, small portions, etc):

Food Item _____ Time at 135°F _____ Time/Temp 2 hours later _____ / _____

Time/Temp 4 hours later: _____ / _____ Food cooled within max 6 hours or discarded: YES NO

Food Item _____ Time at 135°F _____ Time/Temp 2 hours later _____ / _____

Time/Temp 4 hours later: _____ / _____ Food cooled within max 6 hours or discarded: YES NO

Cooled food reheated to 165°F. within 2 hours prior to hot holding.

Temp/Food item _____ / _____ Temp/Food item _____ / _____

Temp/Food item _____ / _____ Temp/Food item _____ / _____

Hot holding of potentially hazardous food held at 135°F or above: YES NO

Temp/Food Item _____ / _____ Temp/Food Item _____ / _____

Temp/Food Item _____ / _____ Temp/Food Item _____ / _____

Cross Contamination Prevention Measures Being Followed:

Raw animal products/dirty produce stored below and separate from ready-to-eat and cooked foods: YES NO

Raw produce thoroughly washed/scrubbed prior to slicing, peeling, or preparation: YES NO

Barriers used to prohibit bare hand contact with food (glove, utensils, deli paper) YES NO

Gloves changed frequently and hands washed upon changing: YES NO

Dish Washing Operation: All food contact equipment, countertops, cutting boards, and in use utensils washed with a detergent, rinsed with clear water, and then sanitized (at least every 4 hours of continuous use): YES NO

Final rinse temperature _____ (high temp/heat sanitizing machine only – min 180°F)

Sanitizer concentration _____ PPM (50~100 PPM Chlorine, 200~400 PPM Quaternary ammonium, 12.5~25 PPM Iodine)

Sinks set up in the proper order (1st ~ wash, 2nd ~ rinse, and 3rd – sanitize, air dry): YES NO

Wet Wiping Cloths: Clean/warm water: YES NO Sanitizer Solution Concentration _____ PPM

Cloths stored in solution between uses: YES NO Proper Test Strips for Sanitizer Available: YES NO

SOP: Hand Washing

INSTRUCTIONS:

- Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
- Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.

3. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
4. Keep handwashing sinks accessible anytime employees are present.
5. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash or money
 - After any time the hands may become contaminated
6. Follow proper handwashing procedures as indicated below:
 - a) Wet hands and forearms with warm, running water at least 100°F and apply soap
 - b) Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - c) Dry hands and forearms thoroughly with single-use paper towels or dry hands for at least 30 seconds if using a warm air hand dryer
 - d) Turn off water using paper towels
 - e) Use paper towel to open door when exiting the restroom.
 - f) Use hand sanitizers only after hands have been properly washed and dried.

MONITORING:

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

CORRECTIVE ACTION:

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

See Attachment: Handwashing is the Key Poster

DATE IMPLEMENTED: _____ BY: _____
DATE REVIEWED: _____ BY: _____
DATE REVISED: _____ BY: _____

SOP: Personal Hygiene

Foodservice employees who handle, prepare or serve food must:

1. Follow the Employee Health Policy.
2. Report to work in good health, clean, and dressed in clean attire.

3. Change apron when it becomes soiled.
4. Wash hands properly, frequently, and at the appropriate times.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. Avoid wearing artificial fingernails and fingernail polish.
7. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
11. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
12. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
13. Wear suitable and effective hair restraints while in the kitchen.

MONITORING

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

CORRECTIVE ACTION

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

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Using Suitable Utensils When Handling Ready-to-Eat Foods

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

INSTRUCTIONS:

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

MONITORING:

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

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Employee Health Policy

PURPOSE: To prevent the spread of foodborne illnesses by foodservice employees.

INSTRUCTIONS:

1. Food workers must be excluded if diagnosed with or exposed to any one of the "Big Six" reportable foodborne diseases (past or present): **Salmonella typhi, Shigella spp., E coli (enterohemorrhagic or shiga toxin-**
CWMDU KITCHEN

producing), Hepatitis A virus, Norovirus or Coronavirus. These diseases must be reported to the health department and the health department must grant approval for the food employee to return to work.

2. Employees must be excluded from establishment:

- Symptoms of vomiting or diarrhea until asymptomatic for a minimum of 24 hours. Recommend exclusion from work for at least 72 hours past symptoms of vomiting or diarrhea. Employees returning from work after an illness shall utilize disposable gloves for all food contact for a two week period.
- Jaundiced with onset within last 7 days or diagnosed with Hepatitis A
- Symptomatic and diagnosed with Norovirus, Shigella, or E.Coli
- Salmonella Typhi diagnosis or previous infection within past 3 months

3. Employees must be restricted from handling food, equipment, single service items, and linens:

- Sore throat with fever
- Asymptomatic infections from Norovirus, Shigella, or E.Coli
- Skin lesions such as boils or infected wounds
- Sneezing, coughing, runny nose, discharges from eyes, nose, or mouth

MONITORING:

- All employees are required to read and sign the attached Employee Health Reporting Forms which is part of the Cwmdu Cleaning Schedule, to self report health status at the time of kitchen usage.
- Employees that report one of the “Big 6” reportable foodborne diseases will be required to submit the attached Form ‘Cwmdu Cleaning Schedule’ to the Cymdeithas committee for approval prior to returning to work.
- A designated foodservice manager will inspect employees when they report to work to be sure that each employee is following this SOP. The designated employee/manager will monitor employee health on a daily basis and restrict or exclude as necessary.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Any food contacted by a sick employee will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The Employee Health Reporting Form – ‘Cwmdu Cleaning Schedule’ will be kept on file.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Purchasing Food from Approved Sources

PURPOSE: To prevent foodborne illness by ensuring that all food is obtained from an approved source.

INSTRUCTIONS:

1. All food stored, prepared, and served within the establishment shall be received from:

- _____

- _____
- _____
- _____
- _____

MONITORING:

- The person-in-charge will ensure that all food is purchased from approved sources.
 - Meat, Poultry, Eggs – USDA
 - Fish – MDA licensed fish market
- Temperature of refrigerated potentially hazardous food shall be taken upon delivery.
- No home prepared food will be allowed in the establishment.
- No wild caught game or fish will be stored, prepared, or served within the establishment.

CORRECTIVE ACTION

Reject any food not obtained from an approved source.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Receiving Deliveries

INSTRUCTIONS

1. Schedule deliveries to arrive at designated times during operational hours.
2. Post the delivery schedule, names of vendors, days and times of deliveries, and drivers' names.
3. Establish a rejection policy to ensure accurate, timely, and effective refusal and return of rejected goods.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
5. Gather purchase orders, temperature logs, calibrated thermometers, and clean loading carts before deliveries.
6. Keep receiving area clean and well lit.
7. Compare delivery invoice against products ordered and products delivered.
8. Transfer foods to their appropriate locations as quickly as possible.

MONITORING

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
3. Check the interior temperature of refrigerated trucks.
4. Confirm vendor name, day/time of delivery, as well as driver's identification before accepting delivery.
5. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
6. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
7. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
8. Check the integrity of food packaging.

CORRECTIVE ACTION

1. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides/ends, flawed seals/seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone

VERIFICATION AND RECORD KEEPING – This action is only effective if cooks receive regular deliveries. At present, cooks bring food for preparation themselves.

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Cleaning and Sanitizing Food Contact Surfaces

* Follow manufacturer's instructions regarding the proper use of chemicals for cleaning and sanitizing food contact surfaces.

WHEN:

Wash, rinse, and sanitize food contact surfaces:

- Before each use
- Between uses when preparing different types of raw animal foods or when preparing ready-to-eat foods and raw animal foods
- Any time contamination occurs or is suspected

HOW:

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Surfaces: Wash, rinse, and sanitize food contact surfaces using the following procedure:

- 1) Wash surface with detergent solution.
- 2) Rinse surface with clean water.
- 3) Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
- 4) Place wet items in a manner to allow air drying.

If a 3-compartment sink is used, set up and use the sink in the following manner:

1st compartment: Wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.

2nd compartment: Rinse with clean water.

3rd compartment: Sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

If a dish machine is used:

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

MONITORING

Foodservice employees will:

- 1) During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
- 2) In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.
- 3) In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.

Cleaning and Sanitizing Food Contact Surfaces, continued

- For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a smallware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
- For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION

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

- Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
- Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
 - For a chemical sanitizing dish 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 individual(s) to have it repaired. *Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.*

VERIFICATION AND RECORD KEEPING

Foodservice employees will record monitoring activities and any corrective action on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the log. The log will be kept on file for at least 1 year.

See Attachment: Food Contact Services Cleaning & Sanitation Log comprises Q8 of the Cleaning Schedule. Individual Schedules to be kept for 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Preventing Cross-Contamination During Storage & Preparation

INSTRUCTIONS

1. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
2. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
3. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
4. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
5. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.

6. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
7. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
8. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
9. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.

MONITORING

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist detailed here and signed off at Q9 in the Cleaning Schedule. The Food Safety Checklist and signature sheet, Q9 of the Cleaning Schedule will be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Date Marking Ready-to-Eat, Potentially Hazardous Food

INSTRUCTIONS:

- 1) Label ready-to-eat, potentially hazardous foods that are prepared on-site or any *processed*, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
- 2) Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
- 3) Calculate the 7-day time period by counting only the days that the food is under refrigeration.
For example:
 - On Monday, 8/1/05, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 8/1/05.”

- On Tuesday, 8/2/05, the lasagna is frozen with a second label that reads, "Frozen, 8/2/05." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/05 – Tuesday, 8/2/05, only 1 day is counted towards the 7-day time period.
 - On Tuesday 8/16/05 the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 8/16/05." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.
- 5) Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.

Note: The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:

- *Labeling food with a calendar date, such as "cut cantaloupe, 5/26/05, 8:00 a.m.,"*
- *Or using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means "cut on Monday at 8:00 a.m."*

MONITORING

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

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING

The foodservice manager will complete the box in Q10 of Cleaning Schedule to show that this standard has been met, as applicable. This record will be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

PURPOSE: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

INSTRUCTIONS:

1. Clearly identify and note at Q11 of the Cleaning schedule the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.

- Marking procedures used to indicate the time that is 4 hours after the time the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.
2. Cook raw potentially hazardous food within 4 hours from the time the food is removed from temperature control.
 3. Serve or discard cooked or ready-to-eat food within 4 hours after the time the food is removed from temperature control.
 4. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the **first** batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4 hours after the time the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Thawing Food

PURPOSE: All foods will be thawed using appropriate practices to ensure food safety.

INSTRUCTIONS:

Steps for thawing frozen food include:

1. Use one of the three acceptable methods for thawing food:
 - a. Thaw food in the refrigerator at 41°F or below. NEVER thaw food at room temperature.

- b. Thaw food needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing. Monitor the outside temperature of the product with a thermometer to ensure it is not above 41°F.
 - c. Thaw the product in the microwave if product will be cooked immediately.
 - d. Cook food from frozen state, such as hamburgers.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross-contamination and separate raw products from cooked and ready-to-eat products.
3. Do not refreeze thawed food, unless they are first cooked or processed.

MONITORING:

The restaurant manager will:

1. Review procedures to assure they are done correctly.
2. Monitor employees thawing methods.
3. Take corrective action as necessary. Discard food products if above 41°F for over 4 hours.
4. Follow-up as necessary.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Controlling Time and Temperature During Preparation

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

INSTRUCTIONS:

1. Wash hands prior to preparing foods and use clean and sanitized equipment/utensils while preparing food.
2. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. (Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.)
3. Pre-chill ingredients for cold foods to 41 °F or below before combining with other ingredients.

4. Prepare foods as close to serving times as the menu will allow.
5. Prepare food in small batches.
6. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
7. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

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

CORRECTIVE ACTIONS:

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

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Cleaning schedule at point 13. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log noted at point 13 of the Cleaning schedule.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Cooking Potentially Hazardous Foods

INSTRUCTIONS:

Cook products to the following temperatures:

FOOD ITEM	FINAL COOK TEMPERATURE (hold for 15 seconds)
• Fresh, frozen, or canned fruits and vegetables for hot holding	135 °F
• Fish	
• Beef steaks (labeled “whole muscle meat”), veal, lamb, commercially raised game animals	145 °F
• Raw shell eggs for immediate service	

• Beef and pork roasts (rare) - hold at 145 °F for 3 minutes	
• Pork, ham, bacon	
• Ground products containing beef, pork, lamb, commercially raised game animals or flaked fish	155 °F
• Beef steak not labeled "whole muscle meat"	
• Eggs held on a steam table	
• Cubed or Salisbury steaks	
• Poultry and wild game animals	165 °F
• Stuffed meats, poultry and fish	
• Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)	
• Stuffing with meat	
• Any potentially hazardous food cooked in a microwave oven (let food stand for 2 minutes after cooking)	165 °F

*If a recipe contains a combination of meat products, cook the product to the highest required temperature.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required cooking temperatures by visually monitoring employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log at point 13 in the Cleaning Schedule is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Cooling Potentially Hazardous Foods

INSTRUCTIONS

1. If possible, prepare and cool food in small batches for quicker cooling. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit such as a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.

- Pre-chill ingredients and containers used for making bulk items such as salads.
2. Chill cooked, hot food from:
 - 135 °F to 70 °F within 2 hours and 70 °F to 41 °F or below within another 4 hours. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled within acceptable temperatures within the two stages.
 3. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled within this timeframe.

Note: Modify menus, production schedules, and staff work hours as needed to allow for proper cooling procedures.

MONITORING

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

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log at point 14 in the Cleaning Schedule. If no foods cooled on a working day, write "No Foods Cooled". The foodservice manager will verify that employees are cooling food properly by visual monitoring and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file in the cleaning schedule for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Reheating Potentially Hazardous Foods

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

INSTRUCTIONS:

1. Heat processed ready-to-eat foods from a package or can to an internal temperature of at least 135 °F for 15 seconds for hot holding.
2. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
3. Reheat food for hot holding in the following manner if using a microwave:
 - a. Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - b. Heat leftovers to 165 °F for 15 seconds
 - c. Rotate (or stir) and cover foods while heating
 - d. Allow to sit for 2 minutes after heating
4. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F *may not exceed 2 hours.*

MONITORING

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING

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

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Holding Hot and Cold Potentially Hazardous Foods

INSTRUCTIONS

1. Preheat steam tables and hot boxes.
2. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
 - Take temperatures of food by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.

- Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.

PREPARATION/MONITORING METHODS:

Hot Foods Held for Service	Cold Foods Held for Service	Cold Foods in Storage
<ul style="list-style-type: none"> • Verify that the air/water temperature of any unit is at 135 °F or above before use. • Reheat foods in accordance with the Reheating for Hot Holding SOP. All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service. • Take the internal temperature of food before placing it on a steam table or in a hot holding unit <u>and</u> at least every 2 hours thereafter. 	<ul style="list-style-type: none"> • Verify that the air/water temperature of any unit is at 41 °F or below before use. • Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP. • All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service. • Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line <u>and</u> at least every 2 hours thereafter. 	<ul style="list-style-type: none"> • Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit. • Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below. • Verify that the air temperature of any cold holding unit is at 41 °F or below before use <u>and</u> at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
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.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log at Point 16 of the Cleaning Schedule. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs as appropriate. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually

monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Serving Food

PURPOSE: To prevent food borne illness by ensuring that all foods are served in a sanitary manner.

INSTRUCTIONS:

1. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.
2. Do not touch ready-to-eat foods with bare hands.
3. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
4. Store utensils with the handles up or by other means to prevent contamination.
5. Hold potentially hazardous food at the proper temperature. (Refer to the Holding Hot/Cold Potentially Hazardous Foods SOP.)
6. Serve food with clean and sanitized utensils. Store in-use utensils properly.
7. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

Important: Train employees on proper use and calibration of thermometers and establish/follow an employee health policy.

MONITORING

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions as necessary for proper food safety protection.

VERIFICATION AND RECORD KEEPING

The foodservice manager will periodically check employee practices and the storage and use of utensils during service.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

INSTRUCTIONS:

1. Designate a location for storing the Material Safety Data Sheets (MSDS).
2. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from food and food contact surfaces.
5. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the local health department.
6. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
7. Do not use chemical containers for storing food or water.
8. Label and store first aid supplies and medicines for employee use in a designated area located away from food or food contact surfaces.

Only use chemicals that are necessary for operation and maintenance of the kitchen and are approved for use in a food-service establishment.

MONITORING

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

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Washing Fruits & Vegetables

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

INSTRUCTIONS:

1. Wash hands using the proper procedure.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
3. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
4. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
5. Remove any damaged or bruised areas.
6. Label, date, and refrigerate fresh-cut items.
7. Serve cut melons, tomatoes and leafy greens within 7 days if held at 41 °F or below. (Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.)
8. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

Note: Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.

MONITORING:

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

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons, tomatoes and cut leafy greens held after 7 days.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

SOP: Using and Calibrating Thermometers

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

INSTRUCTIONS:

1. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F to 220 °F and is appropriate for the temperature being taken. For example:

Purpose	Example(s)	Thermometer Type
Thin foods	Hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties	Thermistor or thermocouple with thin probe
Thick foods	Roasts	Bimetallic, dial-faced stem
Foods in Oven		Oven-safe, bimetallic thermometers

Important: Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.

2. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
3. Clean and sanitize food thermometers before each use.
4. Store food thermometers in an area that is clean and is not subject to contamination.

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.

4. Foodservice employees will check the accuracy of the food thermometers:

- At regular intervals (at least once per week)
- If dropped
- If used to measure extreme temperatures, such as in an oven
- Whenever accuracy is in question

CORRECTIVE ACTION

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

RECORDS

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily at point 20 on the Cleaning Schedule. The Calibration Log will be kept on file a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Transporting Food to Remote Sites (Satellite Kitchens)

PURPOSE: To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and contamination is prevented.

INSTRUCTIONS:

1. Use only food carriers for transporting food approved by the National Sanitation Foundation or that have otherwise been approved by the health department.
2. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °F or above.
 - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
3. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food
4. Place food containers in food carriers and transport the food in clean vehicles to remote sites as quickly as possible.
5. Follow Receiving Deliveries SOP when food arrives at remote site.

Important: Keep frozen foods frozen during transportation and maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.

MONITORING

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION

1. Retrain any foodservice employee found not following the procedures in this SOP.
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. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.

5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

1. Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log.
2. Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Receiving Log.
3. The foodservice manager at central kitchens will verify that foodservice employees are following this SOP by visually observing employees and reviewing and initialing the Hot and Cold Holding Temperature Log daily.
4. The foodservice manager at the remote site(s) will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the Receiving Log daily. All logs shall be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

SOP: Preventing Contamination at Food Buffets

INSTRUCTIONS

1. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
2. Place all exposed food under sneeze guards.
3. Provide an appropriate clean and sanitized utensil for each container on the food bar.
4. Replace existing containers of food with new containers when replenishing the food bar.
5. Assist customers who are unable to properly use utensils.
6. Ensure that customers use a clean dish when returning to the food bar.
7. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
8. Avoid using spray chemicals to clean food bars when in use.

MONITORING

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food
 - Using the same plate for subsequent trips

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. This form is to be kept on file for a minimum of 1 year.

Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____