

Food Safety Plan

Based On Process Approach to Hazard Analysis

Critical Control Point (HACCP)

Process 1, 2, and 3 Menu Items

For

School Agency Name:

Saint Aloysius Gonzaga

School/Facility:

Main Building

HACCP Food Safety Plan

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Introduction:

Background and Expectations

7 CFR 210.13 (c)

“The school food authority must develop a written food safety program for each of its food preparation and service facilities . . .”

7 CFR 210.13 (c)(2)

“A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes:

- (i) Standard operating procedures to provide a food safety foundation;
- (ii) Menu items grouped according to process categories;
- (iii) Critical control points and critical limits;
- (iv) Monitoring procedures;
- (v) Corrective action procedures;
- (vi) Recordkeeping procedures;
- (vii) Periodic program review and revision.

SP 37-2013: Enhancing the School Food Safety Program Frequently Asked Questions (FAQ)

“Section 302 of the Healthy, Hunger-Free Kids Act of 2010 (The Act) amends section 9(h)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(h)(5)) by requiring that the school food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles be *applied to any facility or part of a facility in which food is stored, prepared, or served for the purposes of the NSLP, SBP, or other FNS program*. The school food safety program, required since 2004, addresses food safety in all aspects of school meal preparation, ranging from procurement through service.”

“Food safety programs must . . . ensure that standard operating procedures for safe food handling are updated to include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. This requirement applies to school breakfast or lunch meals, and Special Milk, the Fresh Fruit and Vegetable Program and afterschool snack or supper programs.”

***Note:**

This resources provides sample HACCP-based Standard Operating Procedures (SOPs) and worksheets which contain the minimum elements that can assist you when developing your food safety program. Remember that SOPs are only one component of your overall food safety program. Your food safety program should be specific to meet the needs of each food storage, production, and food service facilities in your district.

Description:

This food safety plan follows the USDA Guidance on Developing a Food Safety Program Based on the Process Approach to Hazard Analysis Critical Control Points (HACCP) developed by the Institute of Child Nutrition in conjunction with the USDA and the FDA. All standards in this food safety program are based on recommendations in the 2013 Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2).

This plan was developed
By
Melissa Tenhundfeld

Date
8/11/2025

Site Details

School Food Authority: Melissa Tenhundfeld

Serving/ Preparation Site: Saint Aloysius Gonzaga Main Kitchen

Site Contact/Lead, Title: Melissa Tenhundfeld, SFA

Type of Site: Production/ Central Kitchen

Number of Meals served (ADP)

Breakfast: 1000

Lunch: 1000

Location: School Cafeteria

Other Federal Programs: Fresh Fruit and Vegetable Program

Number of Food Service Employees at this Site

Full Time: 1 Part Time: 2 Students & Volunteers: 1

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

Divide the food items prepared on your menu into one of the three processes and an “other” group. Include a list of all menu items in each process for at least one month of menus in your plan. Once the determination is made for each menu item, the food service manager will make the rest of the food service staff aware of the menu items and applicable process and control measures by posting the process chart in the kitchen.

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

Process 1 No Cook	Process 2 Same Day	Process 3 Complex	Other Shelf stable items: breads, peanut butter, tortilla chips, etc.
Carrot Sticks	Chicken Nugget		Bread
Celery Sticks	Chicken Patty		Peanut Butter
Salad	French Fries		Tortilla Chips
Peaches	Frozen Hamburger		SunChips
Pears	Popcorn Chicken		Cereal
Apple Sauce	Grilled Cheese		Cereal Bars
Fruit Cocktail	Tomato Soup		Granola Bars
Mandarin Orange	Quesadilla		Hamburger Buns
Cucumber Salad	Soft Taco		Hotdog Buns
Kiwi	Chicken Tenders		
Apples	Pizza Rolls		
Oranges	Mini Corn Dogs		
Peanut Butter and Jelly	Beef Raviolo		
Cheese Sandwich	Cheese Breadsticks		
	Hot Dogs		
	Three Way		
	Cheese Coney		
	Meat Loaf		
	Mashed Potato		
	Corn		
	Green Beans		
	Peas		
	Carrots		
	Broccoli		

Identifying Control Measures

Control measures include standard operating procedures and critical control points and are used to ensure food hazards are reduced, eliminated, or prevented. Decide which control measures are essential to ensure safe food within your operation. Document control measures identified for each process in your food safety plan. Identify critical limits, such as, time and/or temperatures that must be achieved or maintained to prevent, eliminate, or reduce a food safety hazard to an acceptable level.

Informing Food Service Employees/Volunteers

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

Standard Operating Procedures (SOP):

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

The following Standard Operating Procedures have been adapted from the *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. Modifications should be made for each serving site based on school's procedures.

Standard Operating Procedures Index:

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Reference Number & Title

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HACCP-Based Standard Operating Procedure (SOP)

1- Health & Personal Hygiene

Purpose: To ensure all food service employees maintain good personal hygiene and health practices; in order to, prevent the introduction of foreign objects into the food, minimize the possibility of transmitting disease through food, and to ensure the overall safety of the food.

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

Keywords: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

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

The personal hygiene and health policy will be reviewed with employees/volunteers/student workers as part of orientation, at the start of each school year (e.g., at annual staff in-service) and whenever there are issues pertaining to the health of, or exposure to diseases that can be transmitted through food or contact with students. According to this policy, each employee, volunteer, and student worker who handles or serves food is required to:

1. Grooming
 - a. Arrive at work clean, bathed, teeth brushed, hair washed and deodorant used daily.
 - b. Maintain short, clean, and polish-free fingernails. No artificial nails are allowed.
 - c. Follow proper hand washing procedures as outlined in *SOP #2 Washing Hands, pg. 10*
2. Proper Attire
 - a. Wear clean, appropriate clothing, shoes and apron.
 - i. Shoes must be clean non-skid, close-toed work shoes or tennis shoes that are comfortable for standing and working on floors that can be slippery.
 - b. Follow established guidelines for apron use, including:
 - i. Do not wear apron to and from work.
 - ii. Take off apron before using the restroom.
 - iii. Change apron if it becomes soiled or stained.
 - iv. Use a clean apron daily.
3. Hair Restraints & Jewelry
 - a. A hair restraint is to be worn at all times while in the kitchen.

- b. Beards and mustaches must be neat and trimmed.
 - c. Refrain from wearing jewelry. Only a single plain ring (no stone) and small earrings are permitted. Per the Food Code section 2-408, watches, bracelets, rubber bands, hair ties or medical bracelets may not be worn during food preparation.
4. Cuts, Abrasions, and Burns
- a. Bandage all cuts, abrasions or burns that have broken the skin.
 - b. Cover bandages on hands with gloves and finger cots as appropriate.
 - c. Inform supervisor of all wounds and injuries.
5. Smoking, Eating, and Chewing Gum
- a. No smoking or chewing tobacco is permitted inside production facilities or on school grounds.
 - b. Eat and drink in designated areas only. A closed beverage container with a lid and straw are permissible in the production area, away from food.
 - c. Wash hands when returning to work after eating, drinking, or smoking.
 - d. No chewing gum or eating candy during work in a food production area.
6. Personal Health
- a. Report to work in good health. Do not report to work if you have any of the following symptoms:
 - i. Diarrhea
 - ii. Vomiting
 - iii. Fever
 - iv. Jaundice
 - v. Sore Throat with Fever
 - vi. Lesions containing pus (boil or infected wound), that is open or draining and not properly protected as determined by the Colorado Food Code 2-203.
 - b. Do not report to work without permission from the supervisor if you have a diagnosis or have had contact with any of the following:
 - i. Norovirus
 - ii. Salmonella typhi
 - iii. Shigella
 - iv. Shiga toxin-producing E.coli
 - v. Hepatitis A virus
 - c. Notify the health department if an employee is diagnosed with any of the above.
 - d. Notify supervisor to discuss situation if employee has acute respiratory infection, sneezing, coughing, or runny nose with discharge.

Monitoring:

A designated food service employee will inspect employees when they report to work to be sure that each employee is following the procedures as outlined. The designated food service

employee will monitor that all food service employees are adhering to the health and personal hygiene policy during all hours of operation.

Corrective Action:

Employees, volunteers, student workers or other food service workers who are not in compliance will be retrained and asked to review the procedures outlined in this SOP. Report all incidents to the supervisor. Exclude or restrict employees per conditions described above. Discard any contaminated food. Contact the environmental health specialist for further assistance, if warranted.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

2- Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands.

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

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train food service employees and all other individuals who handle food and who come in contact with food service equipment and other food-contact surfaces in the cafeteria, kitchen and/or dish room on proper hand washing. Training may include viewing a hand washing video, demonstration of proper hand washing procedures, or other effective training tools.
2. Post hand washing signs or posters in a language understood by all food service staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Designated hand washing sinks are used for hand washing only. Food preparation, utility, and dishwashing sinks are not used for hand washing.
4. Hand washing sinks are supplied with warm running water, soap, and single-use paper towels.
5. Keep hand washing sinks accessible any time employees are present.
6. Follow proper hand washing procedures as indicated below:
 - a. Wet hands and forearms with warm, running water (at least 110F) and apply soap.
 - b. Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5 – 10 seconds.
 - c. Dry hands and forearms thoroughly with a single-use paper towel.
 - d. Dry hands for at least 30 seconds if using a warm air hand dryer.
 - e. Turn off water using paper towel.
 - f. Use single-use paper towel to open door when exiting the restroom.
7. Follow FDA and Local Public Health Agency recommendations when using hand sanitizers.
8. Wash hands
 - a. Before starting work.
 - b. During food preparation.
 - c. When moving from one food preparation to another.
 - d. Before putting on, changing, after removing gloves.

- e. After using the restroom.
- f. After sneezing, coughing, or using a tissue.
- g. After touching hair, face, or body.
- h. After smoking, eating, drinking, or chewing gum.
- i. After handling raw meats, poultry, or fish.
- j. After any clean up activity such as sweeping, mopping, or wiping counters.
- k. After touching dirty dishes, equipment, or utensils.
- l. After handling trash.
- m. After handling money.
- n. After anytime the hands may become contaminated.

Monitoring:

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

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Discard any food items that have been contaminated. Employee will be re-trained to ensure proper hand washing procedures are followed.

Verification & Recordkeeping:

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

Date Implemented: _____ 8/11/2025 _____ **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

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

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

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

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

Instructions:

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

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

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

4- Cleaning and Sanitizing Food Contact Surfaces

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

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

Keywords: Food Contact Surface, Cleaning, Sanitizing

Instructions:

1. Train food service employees, volunteers, and student workers who enter the food service area on the proper procedures to clean and sanitize food contact surfaces.
2. Follow manufacturer's instructions regarding the use and maintenance of dishwashing equipment and use of chemicals for cleaning and sanitizing food contact services. Refer to *SOP # 16 Storing and Using Chemicals, pg. 49*.
3. Wash, rinse, and sanitize all food contact surfaces (sinks, tables, cutting boards, equipment, utensils, thermometers, carts, etc.):
 - a. Before each use.
 - b. Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, poultry.
 - c. Between uses with raw fruits and vegetables and with any other potentially hazardous foods (time/temperature control for safety foods).
 - d. Every 4 hours if used to prepare potentially hazardous foods on a continual basis.
 - e. After final use each working day.
 - f. Anytime during the operation when contamination occurs or is suspected.
4. Scrape-prewash-soak prior to the wash step to eliminate excess soil.
 - a. Wash, rinse, and sanitize food contact surfaces following appropriate procedures.
 - b. Use an approved sanitizer for food contact surfaces (indicate which of the following sanitizers are used and where. Check all that apply:

i. X	Chlorine	Used For: All Touch Surfaces
ii.	Quaternary Ammonium (quats)	Used For:
iii.	Iodine	Used For:
iv.	Other	Used For:
 - c. When a three-compartment sink is utilized for warewashing or when equipment such as slicers, grinders, kettles, and mixers are cleaned and sanitized in place, the operation shall be conducted in the following sequence;

- i. Sinks or equipment used for warewashing shall be cleaned and sanitized before use.
- ii. Equipment and utensils shall be thoroughly cleaned in the first compartment with a clean detergent solution that is mixed in accordance with the manufacturer's label and temperature of at least 110°F.
- iii. Equipment and utensils shall be rinsed free of detergent with clean water in the second compartment.
- iv. Equipment and utensils shall be sanitized in the third compartment according to;
 - 1) For items small enough to be immersed:
 - a) Immersion for at least ½ minute in clean, hot water of a temperature of at least 170°F (77°C).
 - b) Immersion for at least 1 minute in a cleaning solution containing a minimum of 50 parts per million (mg/L) and no more than 200 parts per million (mg/L) of available chlorine as a hypochlorite and having a temperature of at least 75°F (24°C).
 - c) Immersion for at least 1 minute in a cleaning solution containing at least 12.5 parts per million (mg/L) of available iodine, having a pH range not higher than 5.0, unless otherwise certified to be effective by the manufacturer, and at a temperature of at least 68°F (20°C).
 - d) Immersion in a cleaning solution containing a quaternary ammonia product at a minimum of 75°F (24°C) or any other chemical sanitizing agent allowed under Sanitizers, 40 CFR 180.940 (2005).
 - 2) For items too large to be sanitized by immersion:
 - a) Treatment with steam that is free from materials or additives other than those specified in 21 CFR section 173.310, (2003) in the case of equipment too large to sanitize by immersion, but in which steam can be confined.
 - b) Rinsing, spraying, or swabbing with a chemical sanitizing solution containing at least the strength required for that particular sanitizing solution in section 4- 403(I)(2-4) for equipment too large to sanitize by immersion.
 - 3) If a chemical not specified in this section is used, the licensee shall demonstrate to the Department that the solution achieves sanitization and the use of the solution shall be approved.
 - 4) If a chemical sanitizer other than chlorine, iodine, or a quaternary ammonium compound is used, it shall be registered with EPA and

- applied in accordance with the EPA registered label use instructions.
- v. When hot water is used for sanitizing, the following equipment shall be provided and used:
 - 1) An integral heating device or fixture installed in, on, or under the sanitizing compartment of the sink which is capable of maintaining the water at a temperature of at least 170°F (77°C).
 - 2) A numerically-scaled indicating temperature measuring device, accurate to $\pm 3^{\circ}\text{F}$ ($\pm 2^{\circ}\text{C}$), located convenient to the sink for frequent checks of water temperature.
 - 3) Utensil racks, baskets, or other appropriate means to permit complete immersion of utensils and equipment in the hot water.
 - vi. Chemicals used for sanitization, shall not have concentrations higher than the maximum permitted under Sanitizers, 40 CFR 180.940 (2005).
- d. When a mechanical dish machine is used:
- i. Verify the information on the data plate with the dish machine manufacturer.
 - ii. Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - iii. Follow manufacturer's instructions for use.
 - iv. If using hot water sanitizing warewashing machines, the wash water and pump rinse water must be kept clean and the wash solution temperature must be maintained and not less than the temperatures stated below;
 - 1) Single-tank, stationary-rack, dual-temperature machines: Wash temperature 150°F (66°C).
 - 2) Single-tank, stationary-rack, single-temperature machine: Wash temperature 165°F (74°C).
 - 3) Single-tank, conveyor machine: Wash temperature 160°F (72°C).
 - 4) Multi-tank, conveyor machine: Wash temperature 150°F (66°C). Pumped rinse temperature 160°F (72°C).
 - 5) Single-tank, pot, pan, and utensil washer (either stationary or moving rack): Wash temperature 140°F (60°C).
 - v. If using chemical to sanitize ensure:
 - 1) The temperature of the wash water shall not be less than 120°F (49°C).
 - 2) The wash water shall be kept clean.
 - 3) Chemicals added for washing and sanitization purposes shall be automatically dispensed.

- 4) Utensils and equipment shall be exposed to the final chemical sanitizing rinse in accordance with the manufacturer's specifications for time and concentration.
 - 5) The chemical sanitizing rinse water temperature shall not be less than 75°F (24°C) or less than the temperature specified by the machine's manufacturer.
 - 6) Chemical sanitizers shall meet the requirements specified 40 CFR 180.940 (2005) and be applied in accordance with the EPA registered label use instructions.
- vi. Air dry utensils and other food contact items prior to storing.
 - vii. All warewashing machines shall be thoroughly cleaned daily and as needed to maintain them in a satisfactory operating condition.

Monitoring:

Food Service Employees will:

1. During all hours of operation, visually and physically inspect food contact surface of equipment and utensils to ensure that the surfaces are clean to the sight and touch.
2. In a 3-compartment sink, on a daily basis:
 - a. Visually monitor that the water in each compartment is clean.
 - b. Take the water temperature in the first compartment of the sink by using a calibrated thermometer. Refer to *SOP #6 Using and Calibrating Food Thermometers pg. 21*.
 - c. If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical being used.
 - d. If using hot water to sanitize, use a calibrated thermometer to measure the water temperature.
3. In a dish machine, on a daily basis;
 - a. Visually monitor that the water and interior parts of the machine are clean and free of debris.
 - b. Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - c. For hot water sanitizing dish machines, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges, by using heat sensitive tape, and/or by using maximum registering thermometers.
 - d. For chemical sanitizing dish machines, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized.

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

5- Preventing Cross-Contamination During Storage and Preparation

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

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

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

Instructions:

1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to SOP #2 *Washing Hands* pg.10.
4. Avoid touching ready-to-eat food with bare hands. Refer to SOP # 3 *No Bare Hand Contact When Handling Ready-to-Eat Foods* pg. 12.
5. Use only dry, cleaned, and sanitized equipment and utensils. Following instructions in SOP# 4 *Cleaning and Sanitizing Food Contact Surfaces* pg. 14.
6. Clean and sanitize utensils, knives, pans, cutting boards and other food contact surfaces between handling of raw and cooked products.
7. Handle only those surfaces of equipment and utensils that will not come in direct contact with food.
8. Separate different types of raw animal foods, such as eggs, fish, beef, pork and poultry, from each other, except when combined in recipes.
9. Separate raw animal foods from ready-to-eat foods, both cooked and raw, during receiving, storage, preparation, holding and service. For example, eggs, fish, beef, and poultry should be separated from lettuce, cut melons, luncheon meats and fruit crisps.
10. Store all food in covered containers or packages (except cooling food which may be left uncovered or loosely covered if protected from overhead contamination).
11. Store foods safely in refrigerators and freezers to prevent cross-contamination.
 - a. Cooling foods, especially if uncovered or loosely covered, should be placed on the top shelf.
 - b. Ready-to-eat foods that do not require any washing or heating (e.g. salads, pumpkin pie, sandwich meat, cheese) should be stored separately from and above ready-to-eat foods that do require washing or heating.
 - c. Raw animal foods should be separated with the foods requiring lower cooking temperatures stored above those requiring higher cooking temperatures.
12. At all times, including while being stored, prepared, displayed, dispensed, packaged, or transported, food shall be protected from cross-contamination between foods and from

potential contamination by insects, insecticides, rodents, rodenticides, other toxins, probe-type tags, unclean equipment and utensils, unnecessary handling, flooding, draining, overhead leakage or condensation, or other agents of public health significance.

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

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

6- Using and Calibrating Food Thermometers

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

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

Keywords: Calibration, Thermometers

Instructions:

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

How to Measure the Temperature of Food

1. Use a calibrated thermometer. Calibrate thermometers on a weekly basis, or whenever they are dropped or suffer a shock.
2. Sanitize stem of clean thermometer with an alcohol wipe or insert stem into sanitizing solution for at least 5 seconds, then air dry.
3. Insert the end of the sanitized thermometer into one of the following locations, depending on the type of food:
 - a. The thickest part of the product for meat, poultry, or fish.
 - b. The center of the item.
 - c. Between two packages of refrigerated or frozen packaged foods.

- d. Until at least 2 inches are submersed in milk and other liquids.
 - e. By folding the bag over the stem of the thermometer or probe for bulk milk or liquids.
4. Make sure the tip of the thermometer is submersed in the food item, avoid touching the pan, sides, or bones.
 5. Measure the temperature for at least 15 seconds.
 6. Read thermometer and record temperature.
 7. Clean and sanitize stem of thermometer and store it in an accessible location.

Calibrating Thermometers- Ice Point Method

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

1. Fill a large glass (at least 6" in diameter) with crushed ice. Add cold, clean tap water until the glass is full. Stir the mixture well so that it will be at 32°F.
2. Put the end of the clean thermometer or probe stem into the ice water so that the sensing area is completely submerged, but the stem does not touch the bottom or sides of the glass. Wait 30 seconds. The thermometer stem or probe stem must remain in the ice water.
3. Hold the adjusting nut on a dial thermometer, located under the indicator head of the thermometer, securely with a small wrench or pliers and rotate the head of the thermometer until it reads 32°F.
4. Press the reset button on a digital thermometer to adjust the readout.
5. Record in Calibration Record for Thermometers that calibration was completed, including date and initial.

Monitoring:

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

1. On a weekly basis.
2. If dropped.
3. If used to measure extreme temperatures.
4. Whenever accuracy is in question.

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

Corrective Action:

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

Verification & Recordkeeping:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log or other appropriate log each time a

thermometer is calibrated. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employee during the calibration process and while thermometers are being used. Calibration logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

7- Visitors in Food Service

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

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

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

Instructions:

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

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

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

Monitoring:

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

Corrective Action:

Unauthorized employees, volunteers, and other visitors will be notified that approval is needed to access any food preparation and storage areas. Any food items that have been contaminated as a result of unauthorized visitors will be discarded. Employee re-training will be provided if visitor access procedures are not followed.

Verification & Recordkeeping:

A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for a minimum of 3 years plus the current year.

Date Implemented: 8/11/2025 By: JMelissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

8- Facility and Equipment Maintenance

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

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

Keywords: Clean, Sanitize

Instructions:

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

Monitoring:

A child nutrition supervisor or designated employee will

1. Assure all equipment in the food service facility is well maintained.

2. Contract with an equipment repair company or work with the school district's maintenance department to have preventive maintenance done for all equipment, including calibration.
3. Log all preventative maintenance.
4. Review temperature logs daily to ensure that they are accurate and identify problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with HACCP records.

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: _____ 8/11/2025 _____ **By:** Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

9- Insect, Rodent, and Animal Control

Purpose: The prevent foodborne illness cause by pests.

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

Keywords: Clean, Sanitize, Contamination

Instructions:

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

Monitoring:

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

Corrective Action:

Retrain any food service employee found not in compliance with pest control protocol.

Discard any items that have evidence of pests on/in them. Contact approved pest control agency. Follow proper cleaning and sanitizing procedures when evidence of pests has been observed.

Verification & Recordkeeping:

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

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Date Reviewed: _____ **By:** _____

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HACCP-Based Standard Operating Procedure (SOP)

10- Body Fluid Cleanup

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

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

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

Instructions:

1. Contain the affected area.
 - a. Discontinue food service operations if incident occurred in food preparation or service areas.
 - i. Refer to *SOP #26 Transporting Food to Remote Site (Satellite, Mobile, Alternate Meal Service)* pg. 72 to safely continue meal service.
 - ii. Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain areas within 25 feet of the incident/spill.
 1. Send sick staff and students to the school clinic/nurse for assistance.
 2. Exclude food service employees with symptoms of vomiting or diarrhea from food service operations. Refer to *2-202 Exclusions and Restrictions (Colorado Food Retail Regulations)*.
 - iii. Allow only food service employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If the spill is in a non-foodservice area, school custodial staff should handle the cleanup.
 2. Retrieve the Body Fluid Cleanup Kit. Refer to *SOP # 11 Assembling a Body Fluid Cleanup Kit* pg. 35
 3. Put on personal protective equipment (PPE) to include:
 - a. Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
 - i. Consider double gloving. Replace gloves if they tear or become visibly soiled. Keep hands away from face while cleaning bodily fluids.
 - b. A disposable gown or apron, and disposable shoe covers.
 - c. A face mask with eye protection, or goggles.
 4. Remove visible body fluid.
 - a. Pour sand, or liquid spill absorbent material, on body fluid spill.

- b. Use a disposable scoop, or equivalent, and single-use paper towels to remove the sand and body fluid from the affected surfaces.
 - c. Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
 - d. Remove gloves. Dispose of gloves in a plastic garbage bag.
 - e. Wash hands.
5. Disinfect the affected area
- a. Contact your local regulatory authority regarding approved chemical sanitizers such as chlorine, iodine, and quaternary ammonium compounds.
 - i. "6-404 Concentrations and Contact Time."
 1. (a) Sanitizers:
 - a. Shall be mixed and used according to the label instructions, including concentration and contact time,
 - b. If used as a sanitizer, household bleach, containing 5.25% sodium hypochlorite shall be mixed at one (1) tablespoon per gallon of water. Household bleach containing 6.00% sodium hypochlorite, shall be mixed at two and a half (2 ½) teaspoons per gallon of water. Both solutions shall be between 50 – 200 ppm chlorine and shall have a contact time of at least one minute, and
 - c. Shall be formulated so as not to include nor require a final rinse with potable water.
 - ii. (b) Disinfectants:
 - a. Must be mixed and used according to the manufacturer's label and instructions, including concentration and contact time,
 - b. If used as a disinfectant, household bleach, containing 5.25% sodium hypochlorite, shall be mixed at one-quarter (¼) cup per gallon of water. Household bleach containing 6.00% sodium hypochlorite, shall be mixed at three and a quarter (¾) 26 tablespoons per gallon of water. Both solutions shall have a contact time of at least one minute" (6 CCR 1010-7, pg., 24-25)
6. Non-absorbent surfaces (tile, stainless steel)
- a. Put on new disposable gloves. Consider double gloving.
 - b. Wear all PPE, including the face mask with eye protection, or goggles. Ensure the area is well ventilated.
 - c. Prepare disinfection solution according to guidance provided by local health or regulatory authority.
 - d. Transfer solution to a spray bottle.

- e. Using the spray bottle, generously apply the disinfection solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.
 - i. For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
 - ii. Use in a well-ventilated area.
 - iii. Disinfect high touch areas throughout the food service area, cafeteria dining area, break room, and restrooms using disinfecting solution and paper towels.
 - iv. Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes. If another *EPA-approved disinfectant is used, follow the manufacturer's instructions.
 - v. Rinse surfaces with clean water, and paper towels and/or a disposable mop head.
 - vi. Allow surfaces to air dry.
 - vii. Dispose of the paper towels and or disposable mop head in a plastic garbage bag.
 - viii. Remove gloves, dispose of gloves in a plastic garbage bag.
 - ix. Wash hands.
 - x. Put on new disposable gloves, consider double gloving.
 - xi. Dispose of paper towels in a plastic garbage bag.
 - xii. Remove gloves, dispose of gloves in a plastic garbage bag.
 - xiii. Wash hands.
7. Absorbent Surfaces (carpet, cloth, upholstery)
 - a. Disinfect with a chemical disinfectant when possible.
 - b. Steam clean for a minimum of 5 minutes at 170°F.
 - c. Wash in mechanical washing machine on the hottest water setting, and dry in a mechanical dryer on a high heat setting.
 - d. Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
 - e. Remove gloves, dispose of gloves in plastic garbage bag.
 - f. Wash hands.
8. Discard potentially contaminated food.
 - a. Put on new disposable gloves, consider double gloving.
 - b. Dispose of exposed food and food in containers that may have been contaminated by body fluid in a garbage bag.
 - i. For incidents involving vomit, discard all food within 25 feet of the spill. Food in intact, sealed containers may be salvaged if adequately cleaned and disinfected.
 - ii. Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food in a *Damaged or Discarded Product Log*.

- c. Remove gloves, dispose in plastic garbage bag.
 - d. Wash hands.
9. Dispose of PPE and cleaning and disinfecting materials.
 - a. Put on new disposable gloves, consider double gloving.
 - b. Securely tie garbage bags containing all materials disposed of in steps of this SOP.
 - c. Place garbage bags in a second garbage bag (double bag).
 - d. Clean all non-disposable items with soap and water, then disinfect, allow items to air dry.
 - e. Remove PPE, including disposable gloves and place in second garbage bag.
 - f. Securely tie the second garbage bag.
 - g. Discard the bag in the disposal area identified by school officials.
 - h. Remove soiled cloths, if necessary, and place cloths in a separate garbage bag, securely tie. Keep in garbage bag until they can be adequately laundered.
 10. Wash hands, arms, and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol based hand sanitizer to hands.
 11. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in steps of this SOP. Refer to the *SOP#4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*.
 12. Restock the contents of the Body Fluid Cleanup Kit.
 13. Complete an incident report.

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

Monitoring:

The food service manager will:

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

Corrective Action:

The food service manager will:

1. Restock the Body Fluid Cleanup Kit immediately, replace expired/ out-of-date supplies.

2. Retrain designated food service employees in application of this SOP, and use of the Body Fluid Cleanup Kit.
3. Retrain & educate food service employees in applicable SOPs and proper food safety procedures.

Verification & Recordkeeping:

The food service manager will:

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

Date Implemented: _____ 8/11/2025 _____ **By:** Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

11- Assembling A Body Fluid Cleanup Kit

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

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

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

Instructions:

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

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

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

Monitoring:

The food service manager will:

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

Corrective Action:

The food service manager will:

1. Restock the Body Fluid Cleanup Kit immediately, replace expired/ out-of-date supplies.
2. Retrain designated food service employees in application of this SOP, and use of the Body Fluid Cleanup Kit.

Verification & Recordkeeping:

The food service manager will:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

12- Approved Food Source

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

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

Keywords: Receiving, Purchasing, Integrity, Reputable,

Instructions:

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

9. Develop and follow a protocol for purchasing and receiving local produce and/or other locally available products to minimize risks of items carrying potentially hazardous organisms.
10. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

Maintain the Damaged or Discarded Product Logs, invoices or other documentation for 3 plus the current school year.

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

13- Receiving Deliveries

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

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

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

Instructions:

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

14. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
15. Compare delivery invoice against products ordered and products delivered. If delivery is made when food service employees are not present, this should be done as soon as possible when food service employees arrive.
16. Do not touch ready-to-eat foods with bare hands. Refer to *SOP # 3 No Bare Hand contact When handling Ready-to-Eat Foods pg. 3*
17. Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination.
18. Use clean, sanitized and calibrated thermometers. Refer to *SOP # 6 Using Calibrated Food Thermometers pg. 21.*
19. Check a sample of frozen foods.
 - a. Upon receipt, potentially hazardous food shall be free of evidence of previous temperature abuse. Check to be sure they show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
 - b. Touch them to be sure they are frozen solid.
 - c. Use an infrared, or another type of thermometer between packages, to check surface temperatures only if required by school or district. The desired temperature is between -10°F and 0°F.
 - d. Record your findings on the Receiving Temperature Log, directly on the invoice or on another form of your choice. Record "FS" (for frozen solid) or other desired/appropriate indicator as well as any corrective action taken (if applicable).
20. Check a sample of refrigerated foods.
 - a. Ensure that fresh beef, pork, and poultry are 41°F or below.
 - b. Fluid milk and milk products must be pasteurized. Ensure that fluid milk is 45°F or below (and "strive for 35°F"). Take the temperature by placing a stem thermometer between two cartons or by using an infrared thermometer. If the temperature is high, open the carton and take the temperature of the liquid.
 - c. Eggs shall be received clean and sound. Ensure that the temperature of raw eggs is 45°F or below. Use an infrared thermometer or use the internal temperature of the delivery truck (which must also be 45°F or below).
 - d. Check the dates of perishable foods (dairy products, fresh fruits and vegetables) to ensure safety and quality.
 - e. Check temperatures of refrigerated, non-potentially hazardous foods only if required by your school or district.
 - f. Record a sample of temperatures taken and any corrective action taken on the Receiving Temperature Log, directly on the invoice or on another log of your choice.
21. Check a sample of canned foods.

- a. Signs that a canned product is unsafe are;
 - i. swollen sides,
 - ii. pin-point/sharp dents and/or
 - iii. excessive rust suspected of penetrating the interior of the can.
 - b. Cans with rounded dents are safe and acceptable if the top and bottom seals are intact (i.e., there are no leaks).
22. Mark all highly perishable food (e.g. dairy products, raw meats, fresh produce) with the date received and/or the use-by date in order to ensure first-in, first out (FIFO) rotation of stock.
 23. Mark all opened and prepared refrigerated, potentially hazardous, ready-to-eat foods with the use-by date and additional information if desired, allowing a maximum of 7 days under refrigeration (at 41°F or below).
 24. Transfer food to its appropriate storage location as quickly as possible.

Monitoring:

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

Corrective Action:

Reject the following:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

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HACCP-Based Standard Operating Procedure (SOP)

14- Handling a Food Recall

- Purpose:** To prevent foodborne illness in the event of a product recall.
- Scope:** This procedure applies to all who enter the food service operation and production site.
- Keywords:** Food Recalls

Instructions:

1. Train management staff and food service employees on the proper procedures used in handling a food recall.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
 - a. Type of product recalled.
 - b. Distribution area.
 - c. Dates when the product was produced.
 - d. Identifying codes.
 - e. Contact numbers.
 - f. The classification type;
 - i. Class I indicates a life threatening situation so act immediately.
 - ii. Class 2 indicates a remote possibility of health problems.
 - iii. Class 3 involves situations with no possibility for adverse health reactions.
4. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
5. Communicate the food recall notice to feeding sites.
6. Hold the recalled product using the following steps:
 - a. Physically segregate the product including any open containers, leftover product, and food items in current production that contain the recalled product.
 - b. If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
 - c. Inform the staff and volunteers of the location of the product and not to use it until further notice.
7. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.

8. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
9. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
10. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.
11. Inform the sponsor's/school's public relations coordinator of the recalled product.
12. If the recalled product has already been served, document the date(s) it was served, the date the recall notice was received, who the product was served to (school sites, grades, staff, etc.) and any other information worth noting (such as complaints of foodborne illness).
13. If you receive any reports of illness with suspected connected to the recalled product;
 - a. Collect their names and symptoms.
 - b. Refer the individual to local medical personnel or the school nurse.
 - c. Report the information and your actions to the school or district office.

Monitoring:

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

Corrective Action:

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

- ii. Records of how food product was returned or destroyed.
- iii. Reimbursable costs.
- iv. Public notice and media communications.
- v. Correspondence to and from the public health department and state agency.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

15- Storing Food

Purpose: To maintain safe food and preserve food quality.

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

Keywords: Storage, Temperature, Cross-Contamination

Instructions:

1. Food Storage

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

2. Storage Upon Receiving

- a. Place foods in the proper storage area quickly to avoid bacterial growth;
 - i. 41°F or lower- refrigerator temperatures,
 - ii. 0°F or below- freezer temperatures,
 - iii. 50°F-70°F at 50-60% humidity- dry storage temperatures.
- b. Place foods into appropriate storage areas immediately upon receipt in the following order;
 - i. Refrigerated foods
 1. Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order from top to bottom:
 - a. Prepared or ready-to-eat foods

- b. Fresh fruits and vegetables
 - c. Fish and seafood items
 - d. Whole cuts of raw beef
 - e. Whole cuts of raw pork
 - f. Ground or processed meats
 - g. Raw poultry
 - ii. Frozen Foods
 - 1. Freezer temperatures should keep the products frozen
 - iii. Dry Foods
 - c. Store food out of direct sunlight.
 - d. Use First in First Out (FIFO) rotation of product in all storage areas to assure the oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
 - e. Make sure items are dated with receiving date and/or use-by date.
 - f. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after the package is open. Food is never put in chemical containers and chemicals are never placed in food storage containers.
3. Storeroom sanitation
- a. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
 - b. Dispose of items that are beyond the expiration or “use by” dates.
 - c. Store all items on shelves at 6” above the floor to facilitate air circulation and proper cleaning.
 - d. Check for signs of rodents or insects.
 - e. If there are signs of the presence of rodents or insects, notify the maintenance team.
4. Temperature control
- a. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.

Monitoring:

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

Corrective Action:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.

3. Discard any potentially (time/temperature control for safety food) stored at conditions that render the product unsafe to eat.
4. Record discarded items on the Damaged or Discarded Product Log.

Verification & Recordkeeping:

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

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HACCP-Based Standard Operating Procedure (SOP)

16- Storing and Using Chemicals

Purpose: To prevent foodborne illness by chemical contamination.

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

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

Instructions:

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

12. Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.
13. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.
14. First aid supplies shall be properly labeled and stored in a way that prevents them from contaminating food and food-contact surfaces, equipment, utensils, linens, single-service and single- use articles.
15. If approved by your governing health agency, use only hand sanitizers that comply with the current Colorado Food Code.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

17- Washing and Handling Fresh Fruits and Vegetables

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

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

Keywords: Cross-Contamination, Washing, Fruits, Vegetables

Instructions:

1. Train employees who prepare or serve food on how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedures. Refer to *SOP # 2 Washing Hands pg. 10*
3. Do not touch ready-to-eat foods with bare hands. Refer to *SOP # 3 No Bare Hand Contact When Handling Ready-to-Eat Foods pg. 12*
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment and utensils that will be in contact with procedure, such as cutting boards, knives, and sinks. Refer to *SOP # 4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*
5. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the 21 CFR 173.315. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed upon opening.
 - a. Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - b. Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
 - c.
 - d. Scrub the surface of firm fruits or vegetables such as apples, melons or potatoes using a clean and sanitized brush designated for this purpose.
 - e. Remove and damaged or bruised areas.
 - f. Label, date, and refrigerate fresh-cut items.
 - g. Date mark and serve cut melons and cut tomatoes within 7 days if held at 41°F or below.
 - h. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

18- Thawing Food

- Purpose:** To prevent or reduce risk of foodborne illness or injury.
- Scope:** This procedure applies to all who enter the food service operation and production site, including employees who will be preparing and serving food.
- Keywords:** Cross-Contamination, Time & Temperature Control,

Instructions:

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

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

Do not refreeze thawed foods.

Monitoring:

A designated employee will visually monitor the thawing procedures to assure they are being implemented correctly. Monitor temperature of food during the thawing process to ensure food remains below 41°F.

Corrective Action:

Retrain any foodservice employee found not following the procedures in this SOP. Discard any food items that have been improperly thawed, record items on the discard log. Record any further corrective actions taken, if necessary.

Verification & Recordkeeping:

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

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HACCP-Based Standard Operating Procedure (SOP)

19- Control Time & Temperature During Preparation

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

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

Keywords: Cross-Contamination, Time & Temperature Control

Instructions:

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

1. Wash hands prior to preparing and handling food. Refer to *SOP # 2 Washing Hands pg. 10*.
2. Use a clean, sanitized, and calibrated thermometer to take temperatures during preparation. Refer to *SOP # 6 Using Calibrated Food Thermometers pg. 21*
3. Use clean, sanitized equipment and utensils while preparing food. Refer to *SOP # 4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*
4. Separate raw food from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to *SOP # 5 Preventing Cross-Contamination During Storage and Preparation pg. 19*
5. Pre-chill ingredients for cold foods, such as sandwiches and salads, to 41°F or below before combining with other ingredients.
6. Prepare foods as close to serving times as possible.
7. Prepare food in batch amounts so that potentially hazardous ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
8. Limit the total combined time that food is allowed to be in the temperature danger zone to no more than four hours.
9. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to *SOP # 31 Cooling Potentially Hazardous Foods pg. 81*.

Monitoring:

A designated employee will ensure that foods are maintained at safe temperatures and do not exceed exposure to the time and temperature danger zone for more than four hours. Clean, sanitized, calibrated thermometers will be used to monitor temperatures.

Corrective Action:

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

Verification & Recordkeeping:

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

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HACCP-Based Standard Operating Procedure (SOP)

20- Preparation of Food with Potential to Cause Allergic Reaction

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

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

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

Instructions:

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

1. Create and implement a food allergy management and prevention plan.
2. Train food service employees on using the procedures in this SOP.
3. Follow State or local health department requirements.
4. Follow policies and procedures of your child nutrition operation and school district, in addition to the school's procedures for identifying students with food allergies.
5. Follow proper hand washing procedures. Refer to *SOP #2 Washing Hands pg. 10*.
6. Check ingredient labels for "ingredients to be avoided" each time a new case of product is received and prior to being opened for use if the food may be served to customers with special dietary needs.
 - a. Maintain all labels on file
 - i. Keep ingredient labels for a minimum of 24 hours after serving the product.
 - b. Ensure appropriate arrangements are made for parents/guardians, school nurse, and others to view labels and recipes as needed.
7. Follow proper food handling procedures. Refer to *SOP #5 Preventing Cross-Contaminations During Storage and Preparation pg. 19* and *SOP # 3 No Bare to Hand Contact when Handling Ready-to-Eat Foods pg. 12*
8. Ensure standardized recipes are followed and updated as necessary.
9. Ensure special instructions regarding handling and preparation a followed per the individual's medical statement and meal modifications.
10. Handle and prepare all items that do not contain allergens first.
11. Prepare foods for special diets in a designated area that has been properly clean and sanitized. Refer to *SOP # 4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*.

- a. Ensure unwanted contaminants are secured away from the designated area prior to beginning food preparation.
 - b. Use clean, single use towels, aprons, utensils, and equipment.
 - c. Change gloves before preparing food.
 - d. Individually package specially prepared items.
 - e. Label & date all items accordingly.
12. Hold special diet foods separate from contaminants prior to serving.
 13. Modified food items should be served separate from contaminants, consider individually wrapping special food items.
 14. Clean and sanitize cafeteria tables with an abrasive cloth before and after each meal service.
 15. Ensure all school staff receives training on food allergies and emergency response by the school or district nurse or other designated staff.
 16. It is the responsibility of the student and/or supervisory staff to ensure students with allergies do not take food from the Child Nutrition Program "share table" since they may contain ingredients with an allergen or may have been handled by another student who had contact with an allergen. Students with allergies should not trade, share, or consume food from others, especially items with unknown ingredients.
 17. It is encouraged to communicate, promote, and publicize the district/school's Special Dietary Needs Management & Prevention Plan.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

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8/11/2025

HACCP-Based Standard Operating Procedure (SOP)

21- Cooking Potentially Hazardous Foods

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

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

Keywords: Cross-Contamination, Temperatures, Cooking

Instructions:

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

- iii. Stuffed meat, seafood, poultry, or pasta
 - iv. Dishes that include previously cooked temperature control for safety (TCS) ingredients (raw ingredients should be cooked to their minimum internal temperatures)
 - v. Products cooked in a microwave, allow to stand two minutes prior to serving
 - vi. All leftover food items
6. Check the temperature in the thickest part of the food, avoiding pockets of fat and near bones.
 7. Take at least two internal temperatures for each batch of food.
 8. Take at least two internal temperatures of each large food items, to ensure all parts of the product reach the required cooking temperature.
 9. Record the final cooking temperatures of each menu items on the appropriate log.

Refer to *SOP #6 Using Calibrated Thermometers pg. 21*

Monitoring:

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

Corrective Action:

Retrain any food service employee found not in compliance of these procedures. Refer to *SOP # 32 Reheating Potentially Hazardous Foods pg. 84* if internal temperatures are not met. Discard food if it cannot be determined how long the food temperature was above 41°F or below 135°F.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

22- Holding Hot and Cold Potentially Hazardous Foods

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

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

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

Instructions:

1. Train food service employees who prepare or serve food on proper hot and cold holding procedures for time/ temperature control. Include in the training a discussion of the temperature danger zone.
2. Use a clean, sanitized, calibrated probe thermometer to measure the temperature of food. Refer to *SOP #6 Using Calibrated Thermometers pg. 21*
3. Follow the Colorado Retail Food Establishment Rules and Regulations which requires:
 - a. Hold potentially hazardous foods hot at 135°F or above.
 - b. Hold potentially hazardous foods cold at 41°F or below.
4. Prepare hot-holding equipment to maintain food temperatures above 135°F. Always follow proper preheating procedures before moving it to the holding unit.
5. Take temperatures of holding unit or warmest part of a cold holding unit.
6. For hot foods held for service;
 - a. Verify that holding equipment is capable of maintaining food temperatures at or above 135°F.
 - b. Reheat foods in accordance to *SOP #32 Reheating Potentially Hazardous Food pg.84*.
 - c. All hot potentially hazardous foods must be 135°F before placing the food out for display or service.
 - d. Take and record the temperature of hot potentially hazardous foods between holding and service and again at the end of service.
 - e. Take and record the temperature of hot potentially hazardous foods between holding and service and again at the end of service.
7. For cold foods held for service
 - a. Chill food in accordance with the *SOP # 31 Cooling Potentially Hazardous Foods pg. 82* if the food is not 41°F or below.
 - b. Verify that the air temperature of any cold holding unit is at 41°F or below at least once a day and record the temperature on the Daily Refrigerator/ Freezer Temperature Log or other appropriate log.

- c. Take and record the temperature of potentially hazardous cold foods on the appropriate log between holding and service and again at the end of service.

*If utilizing time as a public health control a written procedure must be approved by your local health department. Refer to *SOP #23 Using Time As A Public Health Control pg. 64.*

Monitoring:

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

Corrective Action:

Retrain any food service employee found not in compliance of these procedures.

1. For hot foods
 - a. Reheat the food to 165°F for 15 seconds if the temperature is below 135°F and the last temperature measurement was 135°F or higher and taken within the last two hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - b. Discard the hot food if it cannot be determined how long the food temperature was below 135°F.
2. For cold foods
 - a. Rapidly chill the food using an appropriate cooling method if the temperature is above 41°F and the last temperature measurement was 41°F or below and taken within the last two hours.
 - i. Separate food into smaller or thinner portions.
 - ii. Place food in shallow containers, uncovered in the coldest part of the refrigerator or freezer.
 - iii. Use a quick-chill unit like a blast chiller.
 - iv. Stir the food in a container placed in an ice bath.
 - v. Add ice as an ingredient.
 - b. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - c. Discard the food if it cannot be determined how long the food temperature was about 41°F.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

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8/11/2025

HACCP-Based Standard Operating Procedure (SOP)

23- Using Time as a Public Health Control

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

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

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

Instructions:

1. Establish written procedure prior to implementation. Maintain in the food establishment and make available to the local health department upon request, specifying methods of compliance of the rules and regulations identified in the *Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-501)*.
2. Ensure compliance with local health department or governing agency prior to implementation of using time as a public health control.
3. Train food service employees on proper procedures to apply when using time alone as a control to limit bacteria growth in potentially hazardous foods.
4. Train food serving employees on how to use a thermometer and refer to *SOP #6 Using Calibrated Thermometers pg. 21*
5. Follow procedures outline in *Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-501)*.
6. If time temperature control is used as the public health control;
 - a. For up to a maximum of four hours;
 - i. The food shall have an initial temperature of 41°F or less when removed from cold holding temperature control or 135°F or greater when removed from hot holding temperature control.
 - ii. The food shall be marked or otherwise identified to indicate the time that is four hours past the point in time when the food is removed from temperature control.
 - iii. The food shall be cooked and served, served at any temperature if ready-to-eat, or discarded, within four hours from the point in time when the food is removed from temperature control.
 - iv. Food in unmarked containers or packages, or marked to exceed a four hour limit shall be discarded.
 - b. For up to a maximum of six hours;

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

Monitoring:

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

Corrective Action:

Retrain any food service employee found not in compliance of these procedures. Discard unmarked or unidentified food or food that is noted to exceed the four hour limit.

Verification & Recordkeeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the appropriate log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken and procedures being followed by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

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HACCP-Based Standard Operating Procedure (SOP)

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

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

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

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

Instructions:

1. Establish a date marking system and train employees accordingly.
2. Follow State or local health department requirements.
3. Mark all highly perishable food with the date received in order to ensure first-in, first out (FIFO) rotation of stock.
4. Date-mark all refrigerated, potentially hazardous, ready-to-eat foods with the use-by date, and additional information if desired if the food will be held for more than 24 hours.
 - a. Foods prepared on-site should be labeled when prepared. The day of preparation is day one.
 - b. Processed, ready-to-eat, potentially hazardous foods should be labeled when opened not when received, such as ready-to-eat leftovers.
5. When calculating the use-by date for refrigerated, potentially hazardous, and ready-to-eat foods, the day the product is prepared or opened counts as day one.
6. Serve or discard ready-to-eat, potentially hazardous foods within seven days.
7. Indicate with a separate label the date prepared, the date frozen and the date thawed or any refrigerated, ready-to-eat, potentially hazardous foods.
8. Examples of how to indicate when food is prepared or opened include;
 - a. Labeling food with a calendar date, such as "cut cantaloupe, 5/26/15, 8:00am".
 - b. Identifying the day of the week, such as "cut cantaloupe, Monday, 8:00am".
 - c. Using color-coded marks or tags, such as cut cantaloupe, with dot, 8:00am means "cut on Monday at 8:00am".
 - d. Label with the product name, the day and/or date and time it was prepared or opened and the use-by date, such as "Cut cantaloupe, 4/23/15, 8:00am, use by 4/29/15".
9. Use additional labels for foods that are frozen, examples are;
 - a. Label #1: "Chili, 1/7/15, use by 1/13/15.
 - b. Label #2: "Frozen 1/8/15" (Label #1 is left on the product).
 - c. Label #3 "Thawed 1/22/15 – use by 1/26/15 (Label #1 & #2 are left on).

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

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HACCP-Based Standard Operating Procedure (SOP)

25- Redistribution of Returned Food/Share Tables

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

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

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

Instructions:

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

3-418 Re-service

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

***Re-service (redistribution)** refers to the transfer of food that is unused and returned by a consumer after being served or sold in the possession of the consumer, to another person.

USDA Regulation 7 CFR 210.9 (14) and 220.7(8):

Each school food authority (SFA) participating in the NSLP and SBP agrees to “Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations and must comply with FNS food safety requirements of 7 CFR 210.13, 226.20(1) and 225.16(a).”

Allowable Food and Beverage Redistribution Practices:

- Items may be returned to appropriate storage and served to students on the share table at another meal or given to school personnel to serve to students at school
- Foods can be donated to a charitable institution or facility
- Food or beverage items left on the share table may be served and claimed for reimbursement during another meal service

Food and Beverages Allowed for Redistribution:

Foods that are packaged and do not need refrigeration can be redistributed as long as the packaging is intact. Whole pieces of fruit that can be washed or that have peels can be redistributed as well. If in doubt, the packaging on a potentially hazardous product will almost always indicate if the items

need to remain refrigerated at “all times” or “after opening” and thus, not allowed to be redistributed.

Containers, baskets, trays, etc. can be used to capture products that are eligible for redistribution. A separate container should be used to separate the items; such as, ‘Whole fruit’ from ‘packaged items’.

Food and Beverages Not Allowed for Redistribution:

Any unpackaged foods, open items, unpackaged items, packaged items that have been opened and resealed, bakery goods, and potentially hazardous foods, when a temperature control mechanism is not in place, cannot be redistributed for human consumption. Thus the product becomes waste.

Milk

FNS Instruction 786-6

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

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

Milk must be guaranteed to be redistributed only once and not out of temperature control for more than four hours before it is consumed or discarded. A written policy must be approved by the state and local health department with jurisdiction.

Redistribution of unopened cartons of milk is permitted if the following criteria are met. Ensure compliance with your local health department before any procedures are implemented.

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

Share Tables

A ‘share table’ is a common practice for food service operations to effectively manage food waste. Share tables can be useful when allowing students who wish to have more food items with their

lunch, such as a whole piece of fruit, unopened crackers or non-potentially hazardous prepackage products.

Share tables must follow safe food handling procedures and follow health regulations Food or beverage items on the share table can be utilized in a number of ways, depending on the program's preference and local level discretion.

If implementing share table practices, develop a plan outlining how the SFA will maintain the safety of food served to students.

Required	Best Practice
Comply with all FNS food safety requirements outlined in 7 CFR 210.13, 226.20(1) and 225.16(a)	Notification to parents informing them of the ability of the 'share table'
Comply with all local and State health and food safety codes, including storage of refused items	School board approval-accepting the liability of any food borne illness due to the sharing of food and ensuring that the 'share table' does not conflict with policies and procedures pertaining to food allergies
Ensure policies for saving and sharing food or beverage items are consistent with the local educational agency's HACCP plan	Ask for input from parents and guardians ensuring families are comfortable with their children participating in the share table option.
Receive and maintain approval documentation from the local health department	Keep share table items separated to prevent cross-contamination
Students are prohibited from donating items brought from home	Keep share table items separated to prevent cross-contact and communicate allergy information, if needed
Incorporate standard operating procedures into the school's food safety plan based on Hazard Analysis Critical Control Point (HACCP) which defines temperature/food monitoring, supervision, and discard plan to ensure food is safe if shared amongst students	Signage must be posted informing the students of the intent of the share table
Participating schools, institutions and sponsors must maintain records of their daily use of purchased <i>milk and/or other food items</i> which are recycled.	Do not intermix reused items with items that have not yet been prepared and served

Share table items should be monitored to ensure they are discarded at the end of their safe food expiration	
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Monitoring:

A supervisor or other designated employee must visually observe to ensure that food from the share table or any returned food approved for redistribution is being handled and redistributed correctly.

Corrective Action:

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

Verification and Record Keeping:

School nutrition program personnel in conjunction with your local health department will identify what foods can be safely shared or set aside for redistribution. The supervisor or other designated employee will verify that proper procedures for handling returned food are being followed and potentially hazardous cold food that require time and temperature control for safety are held at 41°F or colder.

Participating schools, institutions and sponsors must maintain records of their daily use of recycled items, temperature logs, food safety documentation, and approval from the designated governing body, such as school board and local health department.

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Date Reviewed: _____ **By:** _____

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HACCP-Based Standard Operating Procedure (SOP)

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

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

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

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

Instructions:

1. Train food service employees on the proper procedures used when transporting food to remote sites.
2. Follow State and local health department requirements.
3. Use clean, sanitized, and calibrated thermometers to ensure that proper temperatures are maintained during transportation. Refer to *SOP # 6 Using and Calibrating Food Thermometers pg.21*.
4. Keep frozen food frozen during transportation.
5. Maintain the temperature of refrigerated, potentially hazardous foods at 41°F or below and cooked foods that are transported hot at 135°F or above.
6. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
7. Prepare the food carrier before use
 - a. Ensure that all surfaces of the food carrier are clean.
 - b. Wash, rinse, and sanitize the interior surfaces. Refer to *SOP #4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*.
 - c. Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
 - d. Ensure that the food carrier is designed to maintain cold food temperatures at 41°F and hot food temperatures at 135°F or above.
 - e. Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coldest part of the carrier is used for transporting hot food.
8. Store food in containers suitable for transportation. Containers should be
 - a. Rigid and section so that foods do not mix.
 - b. Tightly closed to retain the proper food temperature.
 - c. Nonporous to avoid leakage.
 - d. Easy to clean or disposable.

- e. Approved to hold food.
- 9. Place food containers in food carriers and transport the food in clean trucks, to remote sites as quickly as possible.
- 10. Follow *SOP # 13 Receiving Deliveries pg. 40* when food arrives at remote site.

Monitoring:

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

Corrective Action:

1. Retrain any food service employee found not in compliance of these procedures.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is received at less than 135°F. Refer to *SOP #32 Reheating Potentially Hazardous Foods pg.83*.
4. Cool food to 41°F or below using a proper cooling procedure if the internal temperature of the cold food is received at greater than 41°F. Refer to *SOP #31 Cooling Potentially Hazardous Foods pg. 81* to ensure proper procedures are followed to cool foods.
5. Discard foods held in the danger zone for greater than four hours.

Verification & Recordkeeping:

Before transporting food to remote sites, the supervisory or other designated employee will record food carrier temperatures, food product name, time, internal temperatures, and any corrective actions taken on the HOT and Cold Holding Temperature Log. Upon receipt of food at remote sites, food service employees will record receiving temperatures and any corrective actions taken. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

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HACCP-Based Standard Operating Procedure (SOP)

27- Field Trip Meals

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

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

Keywords: Time- Temperature, Cold Holding

Instructions:

Foodservice supervisor will:

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

Preparation and service of field trip meals

1. Follow procedures outlines in the *SOP #1 Personal Hygiene and Employee Health pg. 7*.
2. Follow standard operating procedures pertaining to food preparation which minimize contamination and the time potentially hazardous foods are held at temperatures between 41°F and 135°F.
3. Store components of field trip meals that must be refrigerated in cold storage units until time of pick up.
4. Use gloves or utensils to prevent bare hand contact when handling any ready-to-eat food items.
5. Refer to *SOP #26 Transporting Food to Remote Sites pg. 71* and *SOP # 22 Holding Hot and Cold Potentially Hazardous Foods pg. 61*.

Teachers, volunteers, and chaperones will:

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

- e. Discard all leftover food items immediately following meal service.
- 2. Return portable cold storage units with reusable ice packs and other equipment to the school food service after returning from field trip.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

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Date Reviewed: _____ **By:** _____

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HACCP-Based Standard Operating Procedure (SOP)

28- Serving Food

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

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

Keywords: Cross-Contamination, Service

Instructions:

11. Use a clean, sanitized, and calibrated thermometer to check food temperatures. Refer to *SOP # 6 Using and Calibrating Food Thermometers pg.21.*
1. Use good personal hygiene practices and do not report to work if ill. Refer to *SOP #1 Personal Hygiene and Employee Health pg. 7.*
2. Wash hands upon entering the kitchen, before putting on disposable gloves, each time the gloves are changes, when changing tasks, and before serving food with utensils. Refer to *SOP #2 Washing Hands pg. 10.*
3. Do not handle ready-to-eat foods with bar hands. Refer to *SOP # 3 No Bare Hand Contact When Handling Ready-to-Eat Foods pg. 12.*
4. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
5. Use separate utensils for each food item. Cleaning and sanitizing them after each serving task. If using utensils continuously, clean and sanitize them at least once every four hours.
6. Handle plates and trays by the edge or bottom; cups by the handle or bottom, and utensils by the handles.
7. Hold hot potentially hazardous food at or above 135° and cold potentially hazardous food at or below 41°F unless applying time as a public health control procedures for predetermined potentially hazardous foods. Refer to *SOP # 22 Holding Hot and Cold Potentially Hazardous Foods pg.61* and *SOP #23 Using Time As a Public Health Control pg. 63.*
8. Store in-use utensils properly.
9. Date mark and cool potentially hazardous foods or discard leftovers. Refer to *SOP #24 Date Marking Ready-To-Eat, Potentially Hazardous Foods pg. 65* and *SOP #31 Cooling Potentially Hazardous Foods pg. 81.*

Monitoring:

Food service employees will visually observe employees to be sure they are following the procedures in this SOP by preventing contamination during all hours of service.

Corrective Action:

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

Verification & Recordkeeping:

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

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HACCP-Based Standard Operating Procedure (SOP)

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

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

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

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

Instructions:

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

Monitoring:

1. Monitor and record temperatures of food in accordance with the *SOP # 22 Holding Hot and Cold Potentially Hazardous Foods pg.61*.
2. Continually monitor food containers to ensure that utensils are properly stored.
3. Continually monitor customers' use of food bars to ensure customers are not
 - a. Touching food with their bare hands.
 - b. Coughing, spitting, or sneezing on the food.
 - c. Placing foreign objects in the food.
 - d. Using the same plate for subsequent trips.

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

30- Breakfast (Service) in the Classroom

Purpose: To prevent foodborne illness caused by contamination.

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

Keywords: Time- Temperature, Cold Holding

Instructions:

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

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

Foodservice employees will:

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

Teachers, other school personnel, and volunteers will:

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

Foodservice staff receiving returned food items will:

1. Discard any heated product that remains in the transporter and record discarded items.
2. Discard any items that have been open or appear to have been served to students.
3. Follow procedures for taking temperatures of milk and other cold items returned. Record temperatures on appropriate logs. Discard any potentially hazardous cold items if items are not maintained at or below 41°F.
4. Refer to *SOP #4 Cleaning and Sanitizing Food Contact Surfaces pg. 14*.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

31- Cooling Potentially Hazardous Foods

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

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

Keywords: Cross-contamination, Temperatures, Cooling, Holding

Instructions:

1. Train food service employees to follow the proper cooling methods outlined in this SOP.
2. Follow state or local health department requirements.
3. Use clean, sanitized and calibrated thermometers to check temperatures when establishing safe cooling procedures. Refer to *SOP # 6 Using and Calibrating Food Thermometers* pg.21.
4. Modify menu, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
5. Prepare and cool food in small batches.
6. Cooked potentially hazardous foods (time/temperature control for safety foods) shall be cooled from 135°F to 41°F, or below, in six hours, provided that the food is cooled from 135°F to 70°F within the first two hours.
 - a. Reheat to 165°F or above immediately if food is not chilled to 70°F after two hours.
 - b. Discard food if temperature is above 70°F after two hours.
 - c. Continue chilling from 70°F to 41°F or below in the remaining four hours.
 - d. Reheat to 165°F or above immediately and start the cooling process over if food is not chilled to 41°F or below within six hours.
 - e. Discard food if temperature is above 41°F after six hours.
7. Potentially hazardous foods that have been prepared from ingredients at ambient temperature shall be cooled to 41°F or below within four hours.
8. Rapid cooling should be accomplished by using one or more of the following methods:
 - a. Place food in shallow pans.
 - b. Separate the food into smaller or thinner portions.
 - c. Using rapid cooling equipment, such as a blast chiller.
 - d. Stirring the food in a container placed in an ice water bath.
 - e. Using containers that facilitate heat transfer.
 - f. Adding ice as an ingredient.
 - g. Stir the food using a chilling paddle/chill stick designed for cooling foods quickly.
 - h. Other effective methods that meet the requirements of *Colorado Retail Establishments Rules and Regulations (6 CCR 10101-2, section 3-603)*.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

The supervisory or other designated employee will record temperatures and corrective actions taken on the Cooling Temperature log. Food service employees will record if there are no foods cooled on any working day by indicating "No Food Cooled" on the Cooling Temperature Log. The supervisory employee will verify that food service employees are cooling food properly by visually monitoring the shift and reviewing, initialing, and dating the temperature log each working day. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

32- Reheating Potentially Hazardous Foods

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

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

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

Instructions:

1. Train food service employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use clean, sanitized, calibrated thermometers to ensure that safe temperatures have been reached when reheating. Refer to *SOP # 6 Using and Calibrating Food Thermometers pg.21*.
4. Potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated within two hours to a uniform internal temperature of 165°F or higher before being placed in hot food storage holding units which shall maintain product temperature at 135°F or above at all times. Food warmers and other hot holding units shall not be used to reheat potentially hazardous foods unless the equipment is specifically designed for that purpose.
5. Food reheated in a microwave oven shall be heated to a uniform internal temperature of at least 165° F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.
6. Serve reheated foods immediately or transfer to an appropriate hot holding unit.

Monitoring:

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

Corrective Action:

1. Retrain any food service employee not in compliance with the procedures.
2. Continue reheating/heating food until the internal temperature reaches 165°F for 15 seconds. If the product fails to reach 165°F within 2 hours, discard the product.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

33- Farm to Table Produce Safety

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

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

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

Instructions:

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

Site Selection, Materials, and Water Use

1. Locate gardens away from potential contamination sources and/or on higher ground.
2. Locate the garden near municipal water sources for ease in watering and cleaning.
3. Contact the utility companies or 811, the national Call Before you Dig number, a few days before digging to ensure you avoid gas or electric lines.
4. Test ground soil to determine levels of contaminants such as chemicals, pesticides, and heavy metals (i.e. lead, barium, cadmium), especially if located near high-traffic zones or industrial areas.
5. Test all non-municipal water sources at least annually, for potentially harmful organisms to make sure they meet the standards of the Environmental Protection Agency (EPA).
6. Consider purchasing soil that has been commercially packaged and labeled for growing food crops. Soil purchased from a commercial source ensures traceability and protects from any potential physical contaminants that might be found in the soil.
7. Create reasonable barriers to keep animals (wild and domestic) away from the garden. In high-risk areas, consider fencing with a locked gate to prevent unauthorized individuals from gaining access to the area in order to deter both intentional and unintentional contamination.
8. Use non-toxic, non-leaching materials for raised-bed gardens, containers, stakes, or trellises. Pressure treated wood, used tires, single use plastics, old railroad ties, etc. are not safe to use because of potential contamination.
9. Select non-allergenic and non-toxic plants. Check with your local Cooperative Extension office if you need assistance determining plant safety or toxicity.
10. If not using potable, municipal water, maintain water testing records.
11. Use clean, food grade containers to transport water.

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

Chemical and Fertilizer Use

1. Do not use any pesticides or herbicides due to potential health hazards to children.
2. Read and follow the manufacturer's instructions when using fertilizer.
3. Secure all fertilizers in a safe and locked location when not in use.
4. Allow only adults to handle fertilizers.
5. Check with your local health department about applicable Occupational Health and Safety Administration(OSHA) hazard communication requirements. Maintain Material Safety Data Sheets (MSDS) as required. More information is available at: <http://www.osha.gov/dsg/hazcom/index.html>.
6. Maintain information on safe use and potential hazards that is available on product labels or from the manufacturer, for all fertilizers.
7. Label the container with the common name of the fertilizer if transferring fertilizers into a dispensing container. Never use a food container.
8. Dispose of fertilizer and its containers according to the manufacturer's instructions.

Compost and Manure Use

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

1. Avoid the use of raw manure. Composting raw manure for school gardens is not recommended due to increased risk of contamination from pathogens that are not completely destroyed.
2. Consider purchasing traceable, commercially prepared compost that is safe for use in edible gardens if manure-based compost is desired.
3. Consider using worms to form vermicompost.
4. Add only plant products, such as fresh fruit and vegetable culls from food production (apple and pear cores and vegetable trimmings), to a school compost pile. Other plant material, such as grass clippings, leaves, and twigs may be added to fruit and vegetable waste.
5. Do not use animal products, animal waste, or any cafeteria waste that might have animal products in compost. Harmful pathogens might be introduced through animal products in compost material. These products must be properly managed to ensure their destruction.
6. Always wear gloves when handling compost material.
7. Locate the compost pile in a secure location away from potential contamination, such as garbage, water runoff, etc. Restrict access by animals as much as possible.
8. Avoid contact with compost if you have a mold allergy.

Growing and Harvesting Produce

1. Ensure all persons, including staff, students, and volunteers receive basic food and gardening safety training to include hand washing, personal hygiene, cleaning and sanitizing equipment, handling produce, and glove use. Refer to SOPs outlined in your HACCP plan.
2. Do not allow anyone to work in the garden while sick.

3. Ensure harvesters wash hands thoroughly in warm, soapy water for at least 20 seconds and rinse with potable water. Ensure open cuts or wounds are properly covered prior to participating in the harvest. Hand washing must occur away from harvested produce.
4. Harvesters should maintain proper attire; ensure closed-toed shoes are worn.
5. Consider using single-use disposable gloves when harvesting, or handling, fresh produce as an extra precaution.
6. Harvest the garden regularly and remove any rotten, damaged, potentially contaminated (bird droppings, animal nibbles) produce. Unusable produce may be added to the compost pile.
7. Use cleaned and sanitized food grade containers, such as plastic bins or buckets, to hold harvested produce. Do not use garbage bags, garbage cans, and any container that originally held chemicals. These types of containers are made from materials that are not intended for food use.
8. Clean harvesting tools, such as knives, scissors, etc., with soap and potable water immediately before harvesting.

Using School Garden Produce in your School Meals Program

1. Check with State and local health department rules and regulations.
2. The school garden coordinator should work cooperatively with the school nutrition director to plan the use of harvest from the garden. Discuss crops to grow, quantity, estimated harvest time, food safety practices, product quality, delivery, logistics, etc.
3. School garden coordinators should be in compliance with food safety practices.
4. Do not use any produce that has been damaged or noticeably contaminated by animals or insects.
5. Refrigerate garden produce immediately, unless particular item is normal held at room temperature.
6. Store school garden produce separately from other sources of produce to maintain traceability.

Community Donations

1. Check with State and local health department rules and regulations.
2. Verify on-farm food safety practices.
3. Ensure products are safe and are of acceptable quality to serve in school meals program.
4. Communicate guidelines and expectations for growing and handling practice for any fruits or vegetables used in your schools.
5. Only accept donations that are dropped off when a school nutrition staff member is present to receive them. Identify source, date, and refrigerate immediately, unless room temperature storage is recommended.
6. Conduct visual inspection of any vehicle used to transport produce to a school to assess whether it is clean. A vehicle should not be used to transport fresh produce if it also used to transport live animals.

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

34- Fresh Fruit and Vegetable Program

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

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

Keywords: Time- Temperature, Cold Holding

Instructions:

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

The FFVP Lead will:

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

Teachers, other school personnel, and volunteers will:

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

Monitoring:

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

1. Review safe handling procedures listed above with teachers, other school personnel and volunteers involved with FFVP transport, set up, serving and clean up responsibilities.
2. Routinely visit classrooms or other serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service and clean up procedures.
3. Monitor records to ensure temperatures are within the correct range.
4. Follow up with site staff if noncompliance is observed.

Corrective Action:

1. Retrain any food service employees found in noncompliance with the procedures in this SOP.
2. Replace improperly handled food items or produce.
3. Discard ready-to-eat foods that have been touched with bare hands.
4. Immediately discard potentially hazardous foods that are not stored at a temperature below 41°F and it cannot be determined how long the food temperature was 41°F or above.
5. Conduct follow up training as needed.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

35- Special Milk Program

Purpose: To prevent foodborne illness caused by contamination.

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

Keywords: Time- Temperature, Cold Holding

Instructions:

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

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

Foodservice employees will:

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

Teachers, other school personnel, and volunteers will:

1. Wash hands prior to distributing milk. Proper hand washing shall be observed at all times.
2. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in service.
3. Serve milk as soon as possible after delivery to classrooms or designated serving area, or hold in appropriate cold holding storage, ensuring milk remains at or below 41°F.
4. Ensure students properly dispose of milk and waste in the receptacles in the classroom or designated area.
5. Clean up areas as necessary, using hot soapy water and proper sanitizer.
6. Promptly return carts, leftovers and other items to food service employees as soon as possible. Do not leave items in the classroom or other serving locations.

Foodservice staff receiving returned food items will:

1. Discard any items that have been open or appear to have been served to students.
2. Follow procedures for taking temperatures of milk.
3. Record temperatures on appropriate logs. Discard any potentially hazardous cold items if items are not maintained at or below 41°F.

Monitoring:

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

Corrective Action:

Retrain any food service employee not in compliance with the procedures. Discard milk if temperatures have not been maintained at or below 41°F.

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 By: Melissa Tenhundfeld

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____

HACCP-Based Standard Operating Procedure (SOP)

36- Afterschool Snack Program

Purpose: To prevent foodborne illness caused by contamination.

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

Keywords: Time- Temperature, Cold Holding

Instructions:

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

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

Foodservice employees will:

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

Teachers, other school personnel, and volunteers will:

1. Wash hands prior to assembling and distributing food items. Proper hand washing shall be observed at all times.
2. Use gloves of utensils to prevent bare hand contact when handling ready-to-eat food items.
3. Encourage students to practice good personal hygiene and ensure their hands are washed before participating in service.
4. Serve meals as soon as possible after delivery to designated serving area or ensure proper cold, hot holding procedures are being implemented.
5. Store food at least 6" off the floor; do not store bags or containers on the floor.

6. Ensure students properly dispose of partially eaten foods and waste in the receptacles in the classroom or designated area.
7. Clean up areas as necessary, using hot soapy water and proper sanitizer.
8. Promptly return carts, leftovers and other items to food service employees as soon as possible. Do not leave items in the classroom or other serving locations.

Foodservice staff receiving returned food items will:

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

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

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HACCP-Based Standard Operating Procedure (SOP)

37- Emergency/ Early Release/ Closure

Purpose: To prevent foodborne illness and ensure food safety.

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

Keywords: Time- Temperature, Emergency,

Instructions:

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

1. Follow procedures related to handling food safely during emergencies which include:
 - a. Making special arrangements for maintaining food items at proper temperatures.
 - b. Following prescribed cooling procedures for heated potential hazardous food that will not be served that day.
 - c. Discarding items that were out of temperature control during hot holding or in cold storage and deemed to be unsafe to consume due to time and/or temperature of product.
 - d. Discarding product that was contaminated by flood water, sewage, or other source per order of the local or state health official or sanitarian.
2. Maintain confidentiality when security is an issue.
3. Be aware of implications when the following issues arise:
 - a. Menu changes.
 - b. Staff notification systems for conveying information.
 - c. Food transported to satellite units that will not be served due to an emergency or early school closure.
 - d. Food disposal procedures for food items.
 - i. When food is wholesome but service is not occurring.
 - ii. When food is no longer wholesome because of improper holding temperatures or compromised by exposure to fire, smoke, chemicals, fumes, sewage, water, or contaminants.

The food service director and/or person in charge will:

1. Review established standard operating procedures that address food safety concerns during emergencies including cooling procedures and documenting disposal of discarded product.
2. Educate and review procedures with staff on a regular basis, at least once a year.

3. Contact the local health department and/or state health department to obtain instructions when there are emergencies which require special attention such as fire, sewer/septic tank back up, pipe bursts, and flooding.
4. Provide specific directions regarding safe food handling that are not contained within existing standard operating procedures for all emergency situations.

Unavailability of Water

5-105 Emergency Alternate Water Supply

1. Establishments intending to operate when there is a temporary interruption of water or an upset in the supply of treated drinking water, with approval by the Department prior to implementation, the establishment may continue operation if the temporary water supply meets the requirements of sections 5-101, 5-102, 5-103, 5-104, 5-105 (*See 6 CCR 1010-2 pg. 71-72*) and drinking water is made available through:
 - a. A supply of commercially bottled drinking water.
 - b. One or more closed portable water containers.
 - c. An enclosed vehicular drinking water tank.
 - d. An on-premises drinking water storage tank.
 - e. Piping, tubing, or hoses connected to an adjacent approved source.

Loss of Water/ Hot Water

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

Monitoring:

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

Corrective Action:

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

Verification & Recordkeeping:

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

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

HACCP-Based Standard Operating Procedure (SOP)

38- Food Safety and HACCP Training

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

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

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

Instructions:

The school food service director or unit supervisor will:

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

Monitoring:

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

Corrective Action:

Log employees who are not in compliance with the food safety training requirements or who fail to demonstrate knowledge and understanding of food safety requirements. Retrain any food service employee not in compliance with food safety procedures.

Verification & Recordkeeping:

The supervisory or other designated employee will record all food safety training sessions, attendance, and training topics. Maintain all documentation for a minimum of three years plus the current year.

Date Implemented: 8/11/2025 **By:** Melissa Tenhundfeld

Date Reviewed: _____ **By:** _____

Date Revised: _____ **By:** _____

Monitoring:

Supervisor Responsibilities

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

Food Service Employee Responsibilities

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

Food Safety Checklist

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

Corrective Actions:

Determining Corrective Actions

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

Training

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

Documenting Corrective Actions

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

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by the Colorado Food Code within the time specified on the chart, recipe or manufacturer's instructions...	<p>If no real problem is suspected:</p> <ul style="list-style-type: none"> Extend heating/cooking time. Train the employee/volunteer to check internal temperatures of products rather than relying on time. <p>If the thermometer inaccuracy is suspected:</p> <ul style="list-style-type: none"> Calibrate the thermometer and retest product. Establish and follow standard operating procedure for calibrating thermometers. Train employees/volunteers to calibrate thermometers per SOP. <p>If the oven temperature is suspected:</p> <ul style="list-style-type: none"> Use an oven thermometer to check the internal temperature of the oven. Complete a work order for maintenance to check the thermostat. Contact manufacturer's representative to make appointment for repairs.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process...	Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item.
	If hot food is above 41°F and it is more than 6 hours into the cooling process...	Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item.
REHEAT	If hot food is not reheated quickly to 165°F...	Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item.
HOT HOLD	If hot food being held is found to be below 135°F...	<p>If time is used as a control: Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or log, as specified by SOP. Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)</p> <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> Calibrate the thermometer and retest product. Establish a standard operating procedure for calibrating thermometers. Train employees/volunteers to calibrate thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> Reheat the hot food to 165°F for 15 seconds and then hold above 135°F.

		When the hot holding equipment appears not to be working properly, complete a work order for maintenance to check it or notify the person in charge.
COLD HOLDING	If cold food being held is found to be above 41°F ...	<p>If time is used as a control:</p> <ul style="list-style-type: none"> • Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the hot holding unit. Discard any product that was not served within 6 hours. <p>If incorrect thermometer is suspected:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish and follow a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate and use calibrated thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative. Complete a work order for maintenance to check and/or notify person in charge.

Recordkeeping:

Staff Responsibility

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

Recordkeeping Procedure

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

Training

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

Maintenance of Records

1. All monitoring records will be maintained for three years plus the current year.

Documentation Schedule:

Documentation	Schedule	Notes
School Food Service Employee Reporting Agreement	Upon Employment	
Cooking Temperature Log	Daily	
Reheating Temperature Log	Daily	
Service Temperature Log	Daily	
Hot/Cold Holding Log	Daily	
Cooling Temperature Log	Daily, As Necessary	
Time & Temperature Log	Daily	
Damaged/Discarded Product Log	As Necessary	
Receiving Log	Each Delivery	
Food Transport Sheet	Each Delivery	
Refrigerator Temperature Log	Daily	
Freezer Temperature Log	Daily	
Milk Cooler Temperature Log	Daily	
Dry Storage Room Temperature Log	Daily	
Thermometer Calibration Log	Daily, Per Food Safety Plan	
Dish Machine Temperature Log	Daily	
Sanitizer Log	Daily	
Food Safety Checklist	Monthly	
Food Safety Training Log	Bi-Annually, As Necessary	
Review & Revise HACCP Food Safety Plan	Annually	
Corrective Action Records	As Necessary	
Other Items: List below		

Periodic Review & Revision:

The Kitchen Manager will be responsible for reviewing the facilities food safety system and HACCP plan at the beginning of each school year and when any significant changes occur in the operation. Utilize the Food Safety HACCP Plan Worksheet to assess the plan annually.

Resources:

Food Safety HACCP Plan Review Worksheet	105
New Employee/Volunteer Orientation Training Log	107
Food Safety Training Tracker	109
Food Safety Check List	110
Process 1, 2, 3 Charts	114
Food Transport Log	117
Damaged or Discarded Product Log	118
Temperature Logs	119
Safe Minimum Internal Cooking Temperatures	129

Food Safety HACCP Plan Review Worksheet

Complete for each school year and on file.

Food Safety HACCP Plan Review				
Reviewer Name & Title:	Date of Review:			
	Yes	No	Comments	Date Modified
Does your school food safety plan apply to every location where food is stored, prepared, or served for Child Nutrition Programs?	<input type="checkbox"/>	<input type="checkbox"/>		
Have there been changes in Menu items, Equipment, Colorado Food Code, Vendors, Operating Procedures, Federal, State, or Local Policies?	<input type="checkbox"/>	<input type="checkbox"/>		
Are Standard Operating Procedures (SOPs) accurate and current for your operation procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the lists of foods in Processes 1, 2, 3 accurate and current?	<input type="checkbox"/>	<input type="checkbox"/>		
Are Critical Control Points (CCPs) and Critical Limits (CLs) correctly identified and appropriate to control each hazard to ensure safe food?	<input type="checkbox"/>	<input type="checkbox"/>		
Do manager and staff demonstrate knowledge of HACCP Food Safety Plan?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a designated employee responsible for verifying that the required records and logs are being completed accurately and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>		
Are effective Monitoring Procedures being used?	<input type="checkbox"/>	<input type="checkbox"/>		
Are appropriate Corrective Actions taken to ensure safe food is served and purchased?	<input type="checkbox"/>	<input type="checkbox"/>		

Does the existing recordkeeping system provide adequate documentation that SOPs and CCPs are met and corrective actions are taken when needed?	<input type="checkbox"/>	<input type="checkbox"/>		
Has the school food safety program based on HACCP principles been implemented throughout the district?	<input type="checkbox"/>	<input type="checkbox"/>		
Has the HACCP Food Safety Plan been modified to reflect these changes?	<input type="checkbox"/>	<input type="checkbox"/>		
Changes made to the HACCP Food Safety Plan were conveyed to all school nutrition employees? (Date)	<input type="checkbox"/>	<input type="checkbox"/>		

Reviewer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Food Safety HACCP Plan

New Employee/ Volunteer Orientation Training Log

Food Safety New Employee/Volunteer Training Log				
Name:				
Position:		School:		
Standard Operating Procedures	Yes	No	Comments	Date Completed
Health & Personal Hygiene	<input type="checkbox"/>	<input type="checkbox"/>		
Washing Hands	<input type="checkbox"/>	<input type="checkbox"/>		
No Bare to Hand Contact When Handling Ready-to-Eat Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Cleaning and Sanitizing Food Contact Surfaces	<input type="checkbox"/>	<input type="checkbox"/>		
Preventing Cross-Contamination During Storage & Preparation	<input type="checkbox"/>	<input type="checkbox"/>		
Using Calibrated Food Thermometers	<input type="checkbox"/>	<input type="checkbox"/>		
Visitors in Food Service	<input type="checkbox"/>	<input type="checkbox"/>		
Facility & Equipment Maintenance	<input type="checkbox"/>	<input type="checkbox"/>		
Insect, Rodent, and Animal Control	<input type="checkbox"/>	<input type="checkbox"/>		
Body Fluid Cleanup	<input type="checkbox"/>	<input type="checkbox"/>		
Assembling Body Fluid Cleanup Kit	<input type="checkbox"/>	<input type="checkbox"/>		
Approved Food Source	<input type="checkbox"/>	<input type="checkbox"/>		
Receiving Deliveries	<input type="checkbox"/>	<input type="checkbox"/>		
Handling A Food Recall	<input type="checkbox"/>	<input type="checkbox"/>		
Storing Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Storing & Using Chemicals	<input type="checkbox"/>	<input type="checkbox"/>		
Washing & Handling Fresh Fruits & Vegetables	<input type="checkbox"/>	<input type="checkbox"/>		
Thawing Food	<input type="checkbox"/>	<input type="checkbox"/>		
Control Time & Temperature During Preparation	<input type="checkbox"/>	<input type="checkbox"/>		
Preparation of Food with Potential to Cause Allergic Reaction	<input type="checkbox"/>	<input type="checkbox"/>		

Cooking Potentially Hazardous Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Holding Hot and Cold Potentially Hazardous Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Using Time as a Public Health Control	<input type="checkbox"/>	<input type="checkbox"/>		
Date Marking Ready-to-Eat, Potentially Hazardous Food	<input type="checkbox"/>	<input type="checkbox"/>		
Redistribution of Returned Food/Share Tables	<input type="checkbox"/>	<input type="checkbox"/>		
Transporting Food to Remote Site	<input type="checkbox"/>	<input type="checkbox"/>		
Field Trip Meals	<input type="checkbox"/>	<input type="checkbox"/>		
Serving Food	<input type="checkbox"/>	<input type="checkbox"/>		
Preventing Cross-Contamination at Food Bars/Self Service	<input type="checkbox"/>	<input type="checkbox"/>		
Breakfast (Service) In the Classroom	<input type="checkbox"/>	<input type="checkbox"/>		
Cooling Potentially Hazardous Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Reheating Potentially Hazardous Foods	<input type="checkbox"/>	<input type="checkbox"/>		
Farm to Table Produce Safety	<input type="checkbox"/>	<input type="checkbox"/>		
Fresh Fruit and Vegetable Program,	<input type="checkbox"/>	<input type="checkbox"/>		
Special Milk Program	<input type="checkbox"/>	<input type="checkbox"/>		
Afterschool Snack Program	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency/ Early Release/ Closure	<input type="checkbox"/>	<input type="checkbox"/>		
Food Safety & HACCP Training	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

I understand these procedures are developed to protect the safety of students and all food service customers. I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Food Safety Check List

District: _____

School: _____

Location: _____

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

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

Equipment, Utensils, & Facilities							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Loading dock and area around dumpster are clean and odor free.	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or person's mouth.	<input type="checkbox"/>	<input type="checkbox"/>	

Food slicer is broken down, cleaned and sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	
Food slicer, utensils, drawers, food contact surfaces, storage racks, exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>		All small equipment & utensils, including cutting boards, can opener, and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	
Boxes, containers and recyclables are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>		Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>		Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment.	<input type="checkbox"/>	<input type="checkbox"/>		Work surfaces, utensils, thermometers are cleaned, sanitized between and after each use.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment, including utensils are washed, sanitized, and air-dried.	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

Refrigerator, Freezer and Milk Cooler							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>		Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature is appropriate for pieces of equipment.	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated.	<input type="checkbox"/>	<input type="checkbox"/>	
Air temperature of all refrigerators and freezers is monitored and documented daily at the beginning and end of each shift.	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of cold food being held is at or below 41°F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food Handling							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly (under refrigeration or cold running water). Once thawed do not refreeze.	<input type="checkbox"/>	<input type="checkbox"/>		Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	
All food stored or prepared in school is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>		The internal temperature of food being cooked is monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	

Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>		Clean, reusable towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>		Procedures are in place to prevent cross-contamination.			
Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>					

Cold Holding							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Refrigerators are kept clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of cold food being held is at or below 41° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>		Temperatures are being monitored and documented.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot Holding							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration.	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		If heat sanitizing is used, the utensils are allowed to remain immersed in 180°F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse cycles.	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	
Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered.	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site.	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage cans are emptied as necessary.	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpsters are closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	
There is a regular schedule of pest control by licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>					

Kitchen Manager Signature: _____ Date: _____

Supervisor: _____ Date: _____

PROCESS 1

No Cook

ALL

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

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

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

COLD HOLD

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

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 2

Cook & Serve Same Day

ALL

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

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

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

COOK

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

HOT HOLD

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

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 3

Cook, Cool, Reheat, Serve (Complex)

ALL

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

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

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

COOK

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

COOL

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

REHEAT

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

HOT HOLD

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

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

Food Safety: Safe Minimum Internal Cooking Temperatures

Safe Minimum Internal Cooking Temperatures

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

Definitions:

Bacteria	Living single-celled organisms. They can be carried by water, wind, insects, plants, animals, and people. Bacteria survive well on skin and clothes and in human hair. They also thrive in scabs, scars, the mouth, nose, throat, intestines, and room-temperature foods.
Biological Hazard	Refers to the danger of food contamination by disease-causing microorganisms (bacteria, viruses, parasites, or fungi) and their toxins and by certain plants and fish that carry natural toxins.
Critical Limits	The time and temperature ranges for food preparation and service (either cold or hot) that keep food safe.
Contamination	The unintended presence of potentially harmful substances, including microorganisms in food.
Control Measures	Steps you take to reduce the likelihood of food contamination.
Critical Control Points (CCP)	A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Cross-Contact	Occurs when an allergen is inadvertently transferred from a food containing an allergen to a food that does not contain the allergen. Cooking does not reduce or eliminate the changes of a person with a food allergy having a reaction to the food eaten.
Cross-Contamination	The transfer of harmful substances or disease-causing microorganisms to food by hands, food-contact surfaces, sponges, cloth towels, and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross-contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.
Food Allergy	An immune-mediated adverse reaction to a food protein.
Food Contact Surface	Any equipment or utensil that normally comes in contact with food or that may drain, drip, or splash on food or on surfaces normally in contact with food. Examples: cutting boards, knives, sponges, countertops, and colanders.
Foodborne Illness	A disease that is carried or transmitted to humans by food containing harmful substances. Examples include the disease salmonellosis, which is caused by Salmonella bacteria and the disease botulism, which is caused by the toxin produced by the bacteria Clostridium botulinum.
Fungi	A group of microorganisms that includes molds and yeasts.
Hazard	A biological, chemical, or physical agent that is reasonably likely to cause illness or injury in the absence of its control.
Hazard Analysis	Review of your food service operation to find areas where food safety problems might occur.

Hazard Analysis Critical Control Point (HACCP)	A systemic approach to the identification, evaluation, and control of food safety hazards
Microorganism	A small life form, seen only through a microscope that may cause disease. Examples: bacteria, fungi, parasites, or viruses.
Outbreak	An incident in which two or more people experience the same illness after eating the same food.
Parasite	A microorganism that needs a host to survive. Examples: Cryptosporidium, Toxoplasma
Pathogen	A microorganism that is infectious and causes disease.
Process Approach	A method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature "danger zone," which is between 41 °F and 135 °F (per the amendment to the 2001 FDA Food Code issued in August 2003).
Ready-to-Eat Foods	Food that will not be cooked or heated prior to consumption.
Spore	A thick-walled protective structure produced by certain bacteria and fungi to protect their cells. Spores often survive cooking, freezing, and some sanitizing measures.
Standard Operating Procedures (SOP)	Step-by-step written instructions for routine food service tasks that affect the safety of food.
Toxins	Poisons that are produced by microorganisms, carried by fish or released by plants. Examples: Botulism caused by the toxin from Clostridium botulinum, Scombroid poisoning from the naturally occurring Scombroid toxin in some improperly refrigerated fish, such as mackerel and tuna.
Virus	A protein-wrapped genetic material which is the smallest and simplest life-form known. Example: Norovirus, hepatitis A.

Abbreviations:

TCS	Time/Temperature Control for Safety Foods
FIFO	First In First Out
GAP	Good Agricultural Practices
GHP	Good Handling Practices
PPE	Personal Protective Equipment
CCP	Critical Control Point
HACCP	Hazard Analysis Critical Control Point
SOP	Standard Operating Procedures
PPM	Parts Per Million

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Child Nutrition Program Operations During a Pandemic Hazard Analysis Critical Control Points (HACCP) Standard Operating Procedure (SOP)

PURPOSE: To prepare for pandemic incidents involving child nutrition program staff and child nutrition program services.

SCOPE: This procedure should be implemented to safely and properly respond to pandemic incidents, some of which may involve school closures.

KEYWORDS: Pandemic, virus, infectious, school closures.

OVERVIEW

Viral illness can spread from person to person through small droplets from the nose or mouth which are spread when an infected person coughs or exhales. These droplets land on surfaces and survive for hours and even days on some surfaces. The virus can be transferred to other people when they touch the contaminated surface, then touch their eyes, nose, or mouth. The virus can also be transferred when people breathe in droplets from a person with a viral infection who coughs, sneezes or exhales droplets.

When infection spreads rapidly in people across a very large region, it is considered a pandemic. Preventative measures may be taken on global, national, state, and local levels to protect public health and safety.

GENERAL INSTRUCTIONS:

Emergency preparedness is all about being ready to manage the unexpected and keep everyone safe.

During a viral pandemic:

1. Limit exposure to large groups of people. Use spacing strategies to create a six-foot distance between people. This could involve staff members working at different work stations. It could involve innovative meal delivery systems when providing meals to children.
2. Avoid one-on-one contact with individuals (hugs, handshakes, high fives, etc.).
3. Exclude (send home) nutrition program employees with symptoms of viral infection, including but not limited to fever, coughs associated with a respiratory condition, vomiting and/or diarrhea. The State health department will provide guidance on what actions to take to allow the staff member to return to work.
4. Maintain social distancing during meal service or meal delivery.
 - a. Meals served on site should be placed on a counter or tray line for quick pick up.
 - b. Meals for curb-side pick-up should be placed on a table or placed in the trunk of the vehicle to minimize person-to-person contact.
 - c. Limit social interactions to speed up service and minimize contact time.

5. Comply with all policies for reporting notifiable illnesses to administrative personnel and/or public health departments.
6. Cross-train program staff to perform essential activities in the event of key absences or emergency situations.
7. Reinforce and closely monitor personal hygiene and hand hygiene practices.
 - a. Wash hands properly and frequently. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Refer to the school's SOP for washing hands.
 - b. Apply the "no bare hand contact" rule. Wear single-use food gloves when handling ready-to-eat foods.
 - i. As a best practice, wear single-use gloves when handling or delivering all foods and change gloves when changing tasks or when gloves become soiled.
 - ii. As a best practice, wear a disposable apron when handling or delivering foods.
 - c. Strongly reinforce health and hygiene activities. Refer to the school's SOP for personal hygiene.
8. Avoid touching eyes, nose, or mouth. Follow appropriate coughing and sneezing etiquette. Cough or sneeze using a disposable tissue or elbow, followed by proper handwashing at all times.
9. Allow only program staff, custodial staff and approved volunteers to enter program areas.
10. Routinely clean and disinfect high-touch nonfood-contact surfaces, such as door handles, light switches, phones, keyboards, tray slides, etc. Disinfecting works by using chemicals to kill germs on surfaces. Disinfectants are chemical products that destroy or inactivate germs.
 - a. Use properly diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and/or Environmental Protection Agency (EPA)-registered disinfectants.
 - b. Disinfecting solutions can be transferred to the spray bottle for easier application to areas that need to be disinfected.
 - c. Allow the disinfectant to remain in contact with the surface for the appropriate amount of time. Follow manufacturer's instructions for contact time.
 - d. Diluted household bleach disinfecting solutions can be used if appropriate for the surface. Prepare by mixing 1/3 cup bleach per gallon of warm water, wearing glove and eye protections and mixing in a well-ventilated area. Contact time for a chlorine bleach solution is approximately five minutes. Refer to the school's SOP for cleaning and sanitizing contact surfaces.
11. Clean and sanitize food contact surfaces before and after each use.

12. Handle program wastes properly.
13. Discontinue use of share table options temporarily.
14. As part of overall emergency preparedness, maintain an updated contact list of key partners at the State and local levels.
15. Keep staff, customers, and other stakeholders informed with current and reliable information.
16. Work in cooperation with school administration and media to communicate importance of preventative measures, such as handwashing, for all school staff and students.

INSTRUCTIONS INVOLVING SCHOOL CLOSURES:

In the interest of public health, agencies could make decisions that affect normal program operations. During a pandemic, school closures may be ordered by local, county or state health officials. Since many children rely on school meals for proper nutrition, USDA may approve waivers allowing flexibilities in the provision of meals to children. State agencies may, then, apply the waivers at the State and local levels.

1. Defer to Federal, State, and Local agency protocol and guidance during crisis situations. Agencies are able to assist when conditions disrupt the day-to-day routine on a large scale. Agencies can work with Sponsors in collaborative efforts to maintain a safe food supply and keep program staff safe.
2. If available, apply for waivers that allow meal flexibilities. Sponsors are not required to provide meal service during school closures, but willingness to continue meal service operations ensures children receive nutritious meals during a public health crisis.
3. Upon approval, plan for meal service during emergency period.
 - a. Determine service methods that can be used, such as grab and go, curbside pick-up, and/or meal delivery systems.
 - b. Plan service locations. Meals may be served in unconventional places, such as parking lots, bus loops, multi-purpose rooms, libraries, parks, etc.
 - c. Determine meal accountability procedures. Separate meal counts and records must be maintained for meals served under a USDA waiver.
 - d. Identify ways to communicate meal availability.
 - e. As part of social distancing measures, the number of people arriving at one time to pick up a meal should be staggered and social interactions limited.
 - f. Strongly reinforce that staff should avoid touching their face (mouth, nose, eyes) during preparation and service of meals.
 - g. Plan for proper hand hygiene for the type of service planned.
 - h. For remote sites with no working sink, provide hand hygiene capabilities using a portable handwashing station. A portable handwashing station can be set up using a thermal container, soap, paper towels and a discard bucket.
4. The type of meal offered will depend on the resources and capacity of the site. Those

sites able to prepare ready-to-eat meals and with the capacity to deliver meals daily in a way that meets state or local food safety requirements, may do so. Home-delivered meals still must meet all meal pattern requirements for the designated program. If emergency conditions prevent a sponsor from obtaining a certain food product, such as milk, the State Agency (Ohio Department of Education) may approve the service of meals without the required menu item during the emergency period.

5. Meals served during a viral pandemic must be prepared in advance and must be ready to eat off-site. Schools may offer meals in a variety of innovative ways, such as Grab n' Go, Drive-thru, or Curbside meal service.
6. Meals served must still comply with relevant civil rights requirements, including documented requests to accommodate children with special dietary needs. Communicate with families in need of special dietary accommodations to make plans for when and where they can obtain special meals.
7. Purchase and keep on hand, sufficient quantities of:
 - a. Chemicals used to make a sanitizing solution
 - b. Disinfectant approved for use in a foodservice facility
 - c. Single-use food gloves in several sizes
 - d. Disposable service ware suitable for unconventional delivery systems
 - e. Shelf-stable foods
8. Maintain on hand, sufficient quantities of cleaning agents and chemicals used to make a sanitizing solution.
9. Communicate food safety rules as they apply to the planned meal service style.
 - a. Meals provided to children must be ready-to-eat or labeled with the proper cooking and handling instructions.
 - b. Potentially hazardous foods must be held at proper temperatures or have time controls applied when serving reimbursable meals in unconventional ways.
 - c. If Time as a Public Health Control is used for a cold potentially hazardous food, the food shall have an initial temperature of 41°F or less when removed from cold holding. The food must be served to the customer or discarded within four hours.
 - Foods must be marked with the temperature that is four hours past the point in time in which the food was removed from temperature control.
 - d. If Time as a Public Health Control is used for a hot potentially hazardous food, the food shall be cooked to a proper internal temperature, and have an internal temperature of 135°F or greater when removed from hot holding. The food must be served to the customer or discarded within four hours.
 - Foods must be marked with the temperature that is four hours past the point in time in which the food was removed from temperature control.
 - e. Label items packaged on site and made available for self-service with appropriate ingredient information to protect the health and safety of children who experience allergic reactions to specific foods.
 - f. As a best practice, communicate appropriate food safety actions for customer

handling of menu items. For example, milk served as part of a reimbursable meal should be held cold until time of service or delivery and include instructions for consuming the milk within two hours. Milk or cold items designated for another day, should include instructions for storing the milk under refrigeration in the household.

- g. Sponsors may send meals for Same-Day Service and Multi-Day Service. For meals designated for additional days, a sponsor could send shelf-stable, individually packaged foods that meet USDA's summer food requirements or send ready-to-eat foods.
- h. Production records must be completed for each meal.
- i. Provide food safety training to newly hired staff and volunteers. Reinforce food safe practices for all program personnel and volunteers.

MONITORING

A supervisor will ensure that at least one on-duty staff person is designated to implement this SOP during a viral pandemic incident.

A supervisor will exclude nutrition program employees in accordance with State health directives.

CORRECTIVE ACTION

A supervisor or other designated employee will retrain and/or provide proper direction to staff and volunteers in application of this SOP during a viral pandemic incident.

VERIFICATION AND RECORDKEEPING

The supervisor or other designated employee will review this SOP annually and include it as part of the site's Emergency Preparedness Plan.

Date Implemented: _____ By: _____

Date Reviewed: _____ By: _____

Date Revised: _____ By: _____