

FWCS  
Nutrition Services:  
**HACCP MANUAL**

## Table of Contents

|  |    |
|--|----|
| Resources .....  | 1  |
| Recipes Sorted by Process .....  | 2  |
| Critical Control Points .....  | 8  |
| Employee Training SOP .....  | 11 |
| Reporting Employee Illness and Injury SOP .....                          | 13 |
| Personal Hygiene SOP .....   | 16 |
| Handwashing and Glove Use SOP .....                                      | 19 |
| Using a Thermometer SOP .....  | 22 |
| Purchasing SOP .....   | 25 |
| Receiving Food SOP .....   | 27 |
| Storing Food SOP .....   | 30 |
| Thawing Food SOP .....   | 34 |
| Preparing Food SOP .....   | 36 |
| Cooking Food SOP .....   | 39 |
| Cooking Food in a Microwave SOP .....                                    | 42 |
| Holding Food SOP .....   | 44 |
| Serving Food SOP .....   | 47 |
| Transporting Food SOP .....  | 49 |
| Cooling Food SOP .....   | 51 |
| Reheating Leftovers SOP .....  | 53 |
| Storing Non-Food Supplies SOP .....                                      | 55 |
| Using Hazardous Materials SOP .....                                      | 57 |
| Warewashing SOP .....  | 60 |
| Cleaning and Sanitizing the Kitchen SOP .....                            | 63 |
| Cleaning and Sanitizing Equipment SOP .....                              | 68 |
| Controlling Pests SOP .....  | 71 |
| Monitoring Visitors SOP .....  | 74 |
| Responding to a Physical Hazard or Foodborne Illness Complaint SOP ..... | 76 |
| Food Safety Checklist .....  | 78 |
| Employee Training Log .....  | 81 |
| Thermometer Calibration Log .....  | 82 |
| Truck Receiving Temperature Log .....                                    | 83 |
| Equipment Temperature Log .....  | 84 |
| Production Record .....  | 85 |
| Cooking Temperature Log .....  | 86 |
| Holding Temperature Log .....  | 87 |
| Satellite School Delivery Slip .....                                     | 88 |
| Cooling Temperature Log .....  | 89 |
| Sanitizer Strip Log .....  | 90 |
| Dishwasher Temperature Log .....   | 91 |
| Equipment Cleaning Log .....   | 92 |
| Foodborne Injury or Illness Complaint Form .....                         | 93 |

## Resources

- 1) United States Department of Agriculture Food and Nutrition Service. *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. June 2005
- 2) National Food Service Management Institute. *HACCP-Based Standard Operating Procedures* website. <http://sop.nfsmi.org/HACCPBasedSOPs.php>
- 3) Iowa State University. *HACCP: Hazard Analysis Critical Control Point Information Center* website. <http://www.iowahaccp.iastate.edu/plans/index.cfm?CatList=14,16&ParentID=16&sectionid=2>
- 4) National Restaurant Association Educational Foundation. *ServSafe Coursebook, fourth edition*. 2006
- 5) US Food & Drug Administration. *2005 FDA Food Code*. 2005. <http://www.cfsan.fda.gov/~dms/fc05-toc.html>
- 6) Indiana State Department of Health. RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS, TITLE 410 IAC 7-24. November 13, 2004. [http://www.in.gov/isdh/regsvcs/foodprot/pdf/410\\_iac\\_7-24.pdf](http://www.in.gov/isdh/regsvcs/foodprot/pdf/410_iac_7-24.pdf)

## Recipes Sorted by Process

### Secondary Schools

| NO COOK PROCESS              | COOK & SERVE SAME DAY PROCESS   | COMPLEX FOOD PREPARATION PROCESS |
|------------------------------|---------------------------------|----------------------------------|
| Apple, Fresh Red             | Bean,Refried                    | Jello,Cherry w/Peaches           |
| Applesauce                   | Beans, Green                    | Jello,Lime w/Pears               |
| Applesauce, Rosy             | Beans,Baked                     | Jello,Orange with Orange         |
| Apricots                     | Beef & Noodles                  | Salad,Pasta Broccoli             |
| Bagels,Assorted              | Beefaroni                       |                                  |
| Bananas                      | Bread,Banana                    |                                  |
| Catsup                       | Breadstick                      |                                  |
| Cereal, Assorted             | Breadstick,garlic               |                                  |
| Cereal, Low Sugar Assorted   | Breakfast Bites                 |                                  |
| Cheese,Cream                 | Broccoli                        |                                  |
| Condiments                   | Brownie                         |                                  |
| Cracker, Breakfast           | Burrito, IW Red Chili Beef      |                                  |
| Cracker, Graham              | Burrito,Bean Fiesta             |                                  |
| Cracker,Animal               | Cake, Carrot                    |                                  |
| Cream Cheese                 | Cake, Funnel                    |                                  |
| Dressing,Ranch w/Yogurt      | Cake,Chocolate May              |                                  |
| Fruit                        | Cake,Coffee Cinnamon            |                                  |
| Fruit Cocktail               | Cake,Jello                      |                                  |
| Fruit Cup                    | Cake,Spice                      |                                  |
| Fruit, Breakfast             | California Blend                |                                  |
| Fruit,Manager Choice,Canned  | Canadian Bacon                  |                                  |
| Fruit,Manager's Choice Fresh | Cheese-A-Dia                    |                                  |
| Graham Crackers, Goldfish    | Cheeseburger                    |                                  |
| Grapes, Fresh                | Cheeseburger, mini twin         |                                  |
| Jelly                        | Cheesy Chili (crumbles)         |                                  |
| Juice,Assorted               | Chicken & Rice                  |                                  |
| Kiwi                         | Chicken Alfredo                 |                                  |
| Lettuce & Tomato, Chopped    | Chicken Parmesan                |                                  |
| Lettuce & Tomato, Sliced     | Chicken, Sweet & Sour           |                                  |
| Margarine                    | Chicken, Zesty Orange           |                                  |
| Marinated Black Bean Salad   | Chicken,BrdPattie Sand Spicy    |                                  |
| Mayonnaise:individual PC     | Chicken,Breaded Pattie Sandwich |                                  |
| Milk,Secondary               | Chicken,Fried Oven Easy         |                                  |
| Muffin,Assorted RF           | Chicken,Grilled Pattie Sandwich |                                  |
| Mustard:individual PC        | Cinnamon Bakes                  |                                  |
| Oranges,Fresh                | Cookie,Chocolate Chip           |                                  |

|                                |                                   |  |
|--------------------------------|-----------------------------------|--|
| Peaches                        | Cookie,M&M                        |  |
| Pears                          | Cookie,Manager's Choice           |  |
| Pears, Fresh                   | Cookie,Molases Crinkle            |  |
| Pickles,Hamburger              | Cookie,Oatmeal                    |  |
| Pineapple                      | Cookie,Peanut Butter              |  |
| Poptart, Assorted              | Cookie,Snickerdoodle              |  |
| Pudding, Assorted              | Cookie,Sugar                      |  |
| Salad Dressing,Assorted        | Corn                              |  |
| Salad, Mediterranean           | Corn Dog, Jumbo Whole Grain       |  |
| Salad, Pre-Plated              | Danish, Manager Choice            |  |
| Salad, Three Bean              | Egg Roll                          |  |
| Salad,Broccoli                 | French Toast                      |  |
| Salad,Creamy Coleslaw          | French Toast Sticks               |  |
| Salad,Marinate Cucumbers       | Gravy,Chicken                     |  |
| Salad,Potato Mustard Stanz     | Grilled Cheese Sandwich           |  |
| Salad,Three Bean               | Ham & Cheese Sand, Mgr<br>Choice  |  |
| Salad,Tossed                   | Ham, Egg & Cheese Muffin          |  |
| Salsa                          | Hamburger on a Bun                |  |
| Sandwich Condiments            | Hot Dog Supreme                   |  |
| Seasonal Fruit                 | Johnny Marzetti                   |  |
| Sour Cream                     | Macaroni & Cheese                 |  |
| Strawberries & Bananas         | Meatball, Teriyaki                |  |
| Sub, Turkey and Cheese         | Meatballs, Szechwan               |  |
| Syrup                          | Mexican Cheese Sauce              |  |
| Tropical Fruit Salad           | Muffin, Apple                     |  |
| Uncrustable,PB&J               | Nachos Supreme                    |  |
| Vegetable, Fresh Mix           | Nugget, Beef Teriyaki             |  |
| Vegetable, Fresh Mix (Italian) | Nugget,Chicken,Fryz               |  |
| Yogurt                         | Nuggets,Chicken                   |  |
|                                | Pancakes                          |  |
|                                | Pancakes, Mini                    |  |
|                                | Peas                              |  |
|                                | Pizza Dippers                     |  |
|                                | Pizza, The Max Wedge Cheese       |  |
|                                | Pizza, The Max Wedge<br>Pepperoni |  |
|                                | Pizza, The Max Wedge<br>Sausage   |  |
|                                | Pizza,Breakfast                   |  |
|                                | Pizza,Galaxy Cheese               |  |
|                                | Pizzatas                          |  |
|                                | Potato, Crispy Cubes              |  |
|                                | Potato, Manager Choice            |  |
|                                | Potato, Tator Tots                |  |

|  |                               |  |
|--|-------------------------------|--|
|  | Potato,Fajita Fries           |  |
|  | Potato,Mashed Trio            |  |
|  | Potato,Oven Fries Stealth     |  |
|  | Potato,Wedge                  |  |
|  | Pretzel, Hot 1 oz             |  |
|  | Quesadilla, Chicken           |  |
|  | Ravioli Casserole             |  |
|  | Rice,Stir Fried               |  |
|  | Rice,White/Brown              |  |
|  | Roll,Sweet                    |  |
|  | Roll,Wheat Dinner             |  |
|  | Roll,White Dinner             |  |
|  | Rotini,Bake                   |  |
|  | Sandwich, BBQ Pork            |  |
|  | Sandwich, BBQ Rib             |  |
|  | Sausage                       |  |
|  | Sausage, Egg, & Cheese Muffin |  |
|  | Sloppy Joe                    |  |
|  | Spaghetti with Meat Sauce     |  |
|  | Stuffing                      |  |
|  | Sub, Meatball                 |  |
|  | Taco, Breakfast Chorizo       |  |
|  | Taco, Extreme Chicken         |  |
|  | Taco,Beef Crunchy             |  |
|  | Tenders, Chicken              |  |
|  | Toast, Cinnamon               |  |
|  | Turkey Tetrazini              |  |
|  | Vegetable, Teriyaki           |  |
|  | Vegetables, Oriental Blend    |  |
|  | Waffles                       |  |

## Elementary Schools

| NO COOK PROCESS           | COOK & SERVE SAME DAY PROCESS | COMPLEX FOOD PREPARATION PROCESS |
|---------------------------|-------------------------------|----------------------------------|
| Apple Fresh Green         | Baked Beans                   | Apple Crisp                      |
| Apple Fresh Red           | Bar, Strawberry               | Beef & Noodles                   |
| Apples Spiced             | Beans Refried                 | Cherry Crisp                     |
| Applesauce 2              | Bread Banana                  | Chicken & Noodles                |
| Applesauce Rosy           | Breadstick Indiana            | Jello Fruited                    |
| Apricot Halves 2          | Broccoli Frozen               | Macaroni & Cheese                |
| Bagel                     | Burrito, IW                   | Peach Crisp                      |
| Bageler, Cinn Brown Sugar | Cake Applesauce               | Pie Filling Cherry               |
| Bananas                   | Cake Carrot                   | Rice Spanish                     |
| Bar, Honey Maid           | Cake Cherry                   | Rice, Fried                      |
| Bar, Milk n' Cereal       | Cake Peach                    | Salad Pasta Ranch                |
| Bar, Nutrigrain           | Cake Pumpkin                  | Salad Potato FSC recipe          |
| Bar, Power Alley          | Cake Sweet Pot Blueberry      | Spaghetti & Meatballs            |
| Bites,Fruit & Grain       | Cake White                    | Spaghetti with Meatsauce         |
| Breakfast Cookie, Quaker  | Carrots Slice Frozen          | Turkey & Noodles                 |
| Breakfast Square, Darling | Cheese-A-Dia                  |                                  |
| Breakfast Square, Quaker  | Cheeseburger Mini Twins       |                                  |
| Broccoli Fresh            | Cheesy Bread                  |                                  |
| Cantaloupe Cubes          | Cheesy Chili                  |                                  |
| Carrots Baby              | Chicken Breaded Sandwich      |                                  |
| Catsup                    | Chicken Dipper                |                                  |
| Celery                    | Chicken Fryz                  |                                  |
| Cereal, Asst & Low Sugar  | Chicken Grilled Sand 2        |                                  |
| Cheese Sauce, Ultimate    | Chicken Popcorn               |                                  |
| Cheese, American, Light   | Chicken Quesadilla            |                                  |
| Clodhoppers               | Chicken Tenders               |                                  |
| Coffee Cake, Little Debbi | Chicken, Zesty Orange         |                                  |
| Coleslaw                  | Cookie Breakfast              |                                  |
| Crackers Animal           | Cookie Chewy Chocolate        |                                  |
| Crackers Cheddar Fish     | Cookie Chocolate Chip         |                                  |
| Crackers Crunchmania      | Cookie Molasses               |                                  |
| Cucumbers                 | Cookie Monster                |                                  |
| Eggs Hardboiled & Colored | Cookie Oatmeal                |                                  |

|                             |                         |  |
|-----------------------------|-------------------------|--|
| Fruit Cocktail 2            | Cookie Orange           |  |
| Fruit Snack CuriousGeorge   | Cookie Peanut Butter    |  |
| Graham Crackers             | Cookie Sugar            |  |
| Graham Crackers, Goldfish   | Cookie Toffee Bar       |  |
| Grahams, PhysEdibles        | Corn                    |  |
| Grahams, Sports             | Corn Cobbette           |  |
| Grapefruit                  | Corn Dog                |  |
| Grapes                      | Cornbread               |  |
| Honey                       | French Toast Sticks     |  |
| Jelly                       | Gingerbread, Pear       |  |
| Juice Assorted              | Green Beans             |  |
| Juice, aseptic, apple       | Grilled Cheese Sandwich |  |
| Juice, aseptic, fruit punch | Hamburger, JTM          |  |
| Juice, aseptic, grape       | Hot Dog with Bun        |  |
| Juice, aseptic, orange      | Lasagna Roll Up         |  |
| Kiwi                        | Mexicorn                |  |
| Lettuce & Tomatoes          | Muffin Apple            |  |
| Mandarin Oranges 2          | Muffin Apricot          |  |
| Milk                        | Muffin Blueberry 2      |  |
| Milk                        | Muffin Cranberry        |  |
| Muffin Otis                 | Muffin Rolled Wheat     |  |
| Mustard Yellow              | Muffin Spice            |  |
| Orange                      | Nachos                  |  |
| Peaches Sliced 2            | Nugget Beef Teriyaki    |  |
| Peanut Butter               | Nuggets Chicken         |  |
| Pears Fresh                 | Pizza Cheese 2          |  |
| Pears Sliced 2              | Pizza Galaxy Cheese 2   |  |
| Pineapple Tidbits 2         | Pizza Pepperoni 2       |  |
| Plum                        | Pizza Sausage           |  |
| Pretzel Tiny                | Pizza Sticks Mozzarella |  |
| Pudding Chocolate           | Pizzatas                |  |
| Raisins                     | Potato Baked            |  |
| Ranch Dressing              | Potato Cosmic Creations |  |
| Rice Crispy Treat           | Potato Crispy           |  |
| Salad Garden                | Potato Hash Brown Stix  |  |
| Salsa                       | Potato Rounds           |  |

|                           |                           |  |
|---------------------------|---------------------------|--|
| Sand Hoagie w/o cheese    | Potato Sweet mashed       |  |
| Sand. Cheese on a Bun     | Potato Tri Tator          |  |
| Sand. Ham on a Bun        | Potato Wedges             |  |
| Sandwich Cheese           | Potatoes Whipped          |  |
| Sandwich Ham              | Pretzel Soft              |  |
| Sandwich Pastrami on Bun  | Ravioli Beef Mini         |  |
| Sandwich PBJ              | Ravioli Meat Sauce        |  |
| Sandwich Turkey on a Bun  | Rib Patty Sandwich        |  |
| Sauce Barbeque            | Rolls Sweet               |  |
| Sauce Marinara            | Rolls, Multigrain         |  |
| Sauce Soy                 | Rolls, Whole Wheat        |  |
| Snackenwaffle             | Sand. Canada Bacon on Bun |  |
| Strawberries & Pineapple  | Sauce Mexican Cheese      |  |
| Strawberries,Fresh        | Sauce, Spaghetti          |  |
| Syrup                     | Sausage Pattie            |  |
| Taco Filling, Beef        | Vegetables, California    |  |
| Taco Sauce                | Vegetables, Capri Blend   |  |
| Tomatoes, Grape           | Vegetables, Italian Blen  |  |
| Tortilla Chips            | Waffles Mrs. Butterworth  |  |
| Tropical Fruit & Man Oran |                           |  |
| Tropical Treasures        |                           |  |
| Turnover, Fruit           |                           |  |
| Watermelon                |                           |  |
| Yogurt 4 oz Strawberry    |                           |  |

# Critical Control Points

## Process 1: NO COOK

### Example: | Mediterranean Salad

#### RECEIVE

Control Measures: Known Source, Receiving Temperatures



#### STORE

Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



#### PREPARE

Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



#### CCP: COLD HOLDING

**Critical Limit: Hold at 41°F or Below.\*  
Check and record temperatures.**



#### SERVE

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



Thermometer icon means that taking a temperature is necessary.

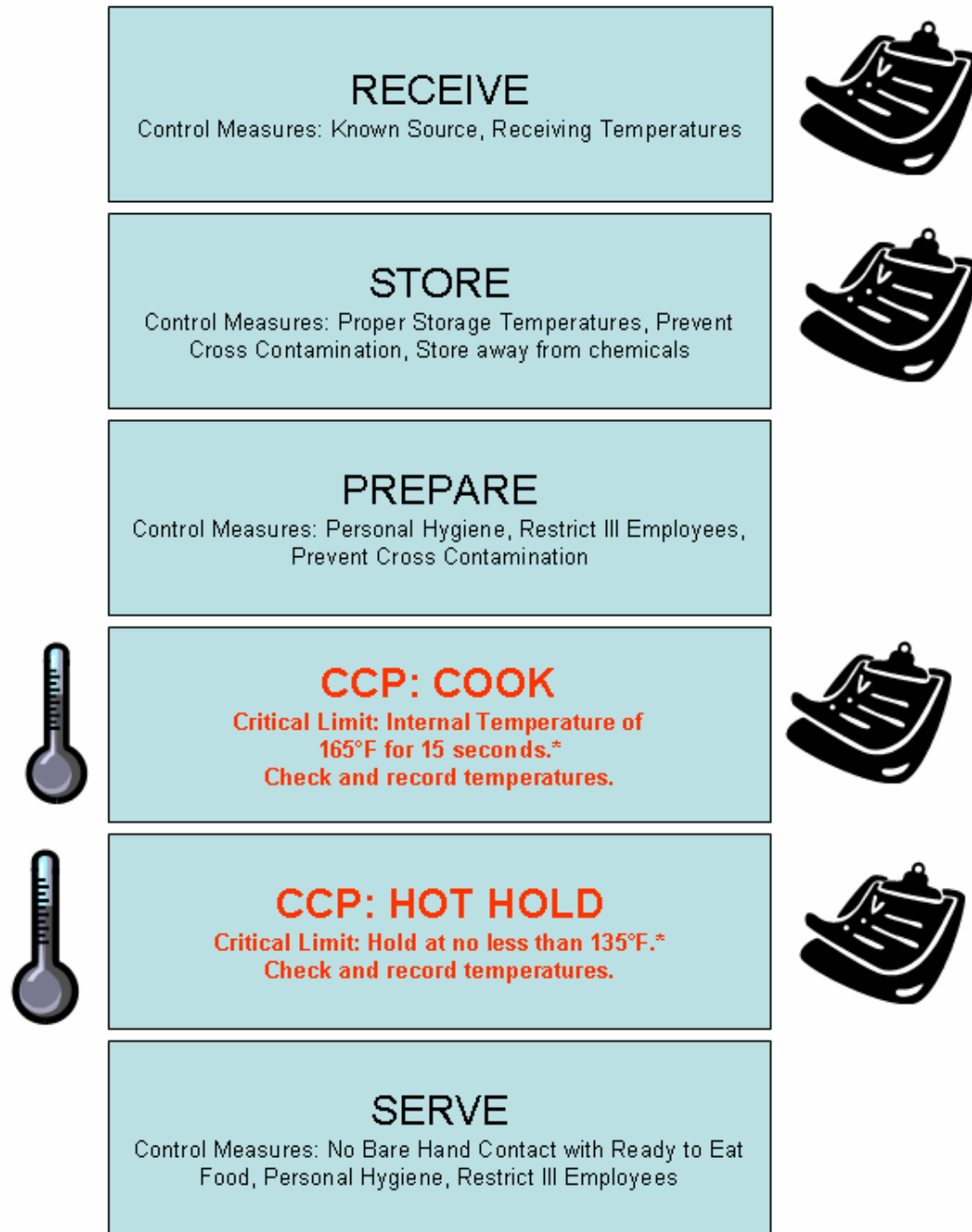


Clipboard icon means recording data is necessary.

\*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

# Process 2: SAME DAY SERVICE

## Example: Hamburger on a Bun



Thermometer icon means that taking a temperature is necessary.



Clipboard icon means recording data is necessary.

\*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

# Process 3: Complex Food Preparation

## Example: California Pasta Salad

**RECEIVE**  
Control Measures: Known Source, Receiving Temperatures



**STORE**  
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



**PREPARE**  
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



**CCP: COOK**  
Critical Limit: Cook to 165°F for at least 15 seconds.\*  
Check and record temperatures.



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



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



**CCP: HOT HOLD**  
Critical Limit: Hold for hot service at 135°F or higher.\*  
Check and record temperatures.



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



Thermometer icon means that taking a temperature is necessary.

Clipboard icon means recording data is necessary.

\*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

## **Employee Training SOP**

**Policy:** All employees will be properly trained to keep food safe and sanitary.

**Procedures:** All Nutrition Services employees employed in Nutrition Services must:

Employees:

- 1) Complete the nine hour ServSafe food safety and sanitation training provided by SFS
- 2) Complete weekly Nutrition Services' Training Tips taught by cafeteria manager throughout the year
- 3) Receive annual training on the hazards and use of chemicals (Using Hazardous Chemicals SOP)
- 4) Review HACCP manual at least annually, and more often as necessary
- 5) Record all training on the Employee Training Log

Supervisor:

- 6) Complete and pass the eight hour national ServSafe manager certification course taught by Nutrition Services
- 7) Complete weekly Training Tips throughout the year, provided by Nutrition Services
- 8) Receive annual training on the hazards and use of chemicals
- 9) Participate in Manager meeting training as appropriate
- 10) Record all training on the Employee Training Log

**Corrective Action:**

- 1) Complete training courses at next possible opportunity

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Take corrective action as needed

- 3) File Employee Training Log with HACCP records
- 4) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that employees are completing training by monitoring Nutrition Services employees and reviewing Employee Training Log as necessary.

Nutrition Services employees will record all training on the Employee Training Log. The Employee Training Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## Reporting Employee Illness and Injury SOP

**Policy:** All Nutrition Services employees will report illness and injury, and will be restricted from working with food, as necessary to prevent the contamination of food.

**Procedures:** All Nutrition Services employees must:

- 1) Report to the manager before working, any of the following:
  - a. Vomiting
  - b. Diarrhea
  - c. Jaundice
  - d. Sore throat with fever
  - e. Exposure to or diagnosis of foodborne illness caused by:
    - i. *Salmonella* Typhi
    - ii. *Shigella* spp.
    - iii. Shiga toxin-producing *E. coli*
    - iv. Hepatitis A virus
    - v. Norovirus
- 2) If become ill while working, report condition to manager
- 3) Report any cuts, burns, boils, sores, skin infections or infected wounds to the manager
- 4) Stop working if food or equipment could become contaminated
- 5) Cover any open wounds with a clean, dry and leak proof bandage; wear disposable gloves over bandages on hands

### Corrective Action:

- 1) Restrict the employee from working with or around food if the foodhandler has a sore throat with fever
- 2) Exclude the employee from the establishment if the person is vomiting or has diarrhea; allow the individual to return to work if he or she has been symptom free for twenty four hours or has a written release from a medical practitioner
- 3) Exclude the employee from the establishment if the person has jaundice; allow the individual to return to work if he or she has a written release from a medical practitioner
- 4) Exclude the employee from the establishment and notify the local regulatory agency if the foodhandler has been diagnosed with a foodborne illness caused by:

- a. *Salmonella* Typhi
  - b. *Shigella* spp.
  - c. Shiga toxin-producing *E. coli*
  - d. Hepatitis A virus
  - e. Norovirus
- 5) Work with the employee's medical practitioner and the local regulatory agency to determine when the person can safely return to work
  - 6) Cover any open wounds with a clean, dry and leak proof bandage and disposable gloves over bandages if on hands
  - 7) Record corrective action in Personnel File
  - 8) Discard food that may have become contaminated due to employee illness and injury
  - 9) Record product name and reason for discarding food on Production Record

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Provide gloves and appropriate bandages
- 3) Monitor employee illness and injury and Production Record daily
- 4) Take corrective action as needed
- 5) File Production Record and employee corrective action with HACCP records
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services supervisor will verify that employees practice good hygiene by inspecting employees daily.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record and employee corrective action are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## Personal Hygiene SOP

**Policy:** All Nutrition Services employees will follow appropriate personal hygiene practices to ensure the safety of food.

**Procedures:** All Nutrition Services employees must:

- 1) Follow hygienic hand practices (Hand Washing and Glove Use SOP)
  - a. Keep fingernails short and clean
  - b. Do not wear false fingernails
  - c. Do not wear nail polish
  - d. Cover all hand cuts and wounds with clean bandages
- 2) Maintain personal cleanliness
- 3) Wear clean and appropriate uniforms and follow dress codes
  - a. Wear a clean hair (and beard as necessary) restraint
  - b. Wear clean clothing daily
  - c. Remove aprons when leaving food-preparation areas (i.e. taking out the garbage or using the restroom)
  - d. Remove jewelry before work
    - i. Employees may not wear any visible jewelry on the hands, arms, neck and head, including medical jewelry, watches or body piercing. This does not include a plain wedding band. A plain wedding band must be smooth and may not have any ridges, etching, stones or other embellishments that would harbor microorganisms.
  - e. Wear clean closed-toe shoes with a nonskid sole
- 4) Avoid unsanitary habits and actions
  - a. Do not chew gum, eat or drink while preparing or serving food, working in food-preparation areas or working in areas used to clean utensils and equipment
  - b. Eat, drink, or chew gum only in designated areas
  - c. No smoking is allowed on school property and off school property within twenty feet of any door or window of an FWCS building
  - d. If tasting food during preparation, place in a separate dish and taste with a clean utensil
- 5) Maintain good health

- 6) Report illnesses and injuries (Reporting Employee Illness and Injury SOP)
  - a. Report health problems to the manager before working
  - b. Report illness to the manager that occurs while working

### **Corrective Action:**

- 1) Send home employees who do not follow the guidelines in this SOP when corrective action **can not** be completed on site (ex: employee uniform is dirty and the site does not provide uniforms)
- 2) Take corrective action for employees who do not follow guidelines when action can be completed on site
- 3) Restrict or exclude employees who report illness that can be transmitted to food (Reporting Employee Illness and Injury SOP).
- 4) Record corrective action in Personnel file
- 5) Discard food that may have become contaminated due to poor personal hygiene
- 6) Record product name and reason for discarding food on Production Record

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Model proper behavior at all times
- 3) Designate area for eating, drinking, and chewing gum
- 4) Provide hair and beard restraints, gloves, and appropriate bandages
- 5) Monitor employee hygiene and Production Record daily
- 6) Take corrective action as needed
- 7) File Production Record and employee corrective action with HACCP records
- 8) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services supervisor will verify that employees practice good hygiene by monitoring employee hygiene daily.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record and Personnel file are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 18, 2008 BY: FWCS Nutrition Services

## Handwashing and Glove Use SOP

**Policy:** All Nutrition Services employees will follow proper hand washing and glove use practices to ensure the safety of food by preventing cross-contamination.

**Procedures:** All Nutrition Services employees must:

### Handwashing:

- 1) Properly wash hands, following these steps:
  - a. Wet hands and forearms with running water (at least 110°F)
  - b. Apply soap
  - c. Scrub hands and arms for at 10 to 15 seconds; clean under fingernails; lather well beyond the wrists, including exposed portions of the arms; clean under fingernails and between fingers
  - d. Rinse thoroughly under running water
  - e. Dry hands and arms with a single use paper towel or warm-air hand dryer; use a paper towel to turn off the faucet and open the bathroom door
  
- 2) Wash hands before starting work and after:
  - a. Using the restroom
  - b. Handling raw meat, poultry and fish (before and after)
  - c. Touching the hair, face or body
  - d. Sneezing, coughing or using a tissue
  - e. Smoking, eating, drinking or chewing gum or tobacco
  - f. Handling chemicals that might affect the safety of food
  - g. Taking out the garbage
  - h. Clearing tables or bussing dirty dishes
  - i. Touching clothing or aprons
  - j. Touching anything else that may contaminate hands, such as unsanitized equipment, work surfaces, or washcloths
  
- 3) **Do not** apply lotion if handling food or touching food-contact surfaces

### Glove Use:

- 4) Never use gloves in place of hand washing
- 5) Wash hands before putting gloves on and when changing to a new pair
- 6) Wear gloves when handling ready-to-eat or cooked food

- 7) Remove gloves by grasping them at the cuff and peeling them off inside out over the fingers while avoiding contact with the palm and fingers
- 8) Change gloves:
  - a. As soon as they become soiled or torn
  - b. Before beginning a different task
  - c. At least every four hours during continual use, and more often when necessary
  - d. After handling raw meat and before handling cooked or ready-to-eat food

### **Corrective Action:**

- 1) Discard any food believed to be contaminated due to poor hand washing or glove use practices
- 2) Record product name and reason for discarding food on Production Record

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) At each hand washing sink, provide hot and cold running water, soap, single use towels, a waste container and signage indicating employees are required to wash hands before returning to work
- 3) Provide disposable gloves in appropriate sizes
- 4) Monitor hand washing and glove use procedures and Production Record daily
- 5) Take corrective action as needed
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record.

Nutrition Services supervisor will verify that hands are being washed correctly by monitoring Nutrition Services employees and reviewing Production Record daily. The Production Record is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## Using a Thermometer SOP

**Policy:** Temperatures will be taken during: receiving, storage, preparation, cooking, transporting, holding, serving and as needed with calibrated thermometers to ensure the safety of food.

**Procedures:** All Nutrition Services employees using a thermometer must:

- 1) Keep thermometers and their storage cases clean
  - a. Wash, rinse, sanitize and air-dry before and after each use to prevent cross-contamination
  - b. Use an approved food-contact-surface sanitizing solution to sanitize them
- 2) Calibrate thermometers regularly to ensure accuracy, at a minimum of once a week, and more frequently if thermometer requires adjustment
  - a. Calibrate thermometers to within  $\pm 2^{\circ}$  F

### Ice Point Method:

- a. Fill a large container with crushed ice; add clean tap water until the container is full
- b. Put the thermometer stem or probe into the ice water so the sensing area is completely submerged; wait thirty seconds or until the indicator stops moving; do not let it touch the container's bottom or sides
- c. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads  $32^{\circ}$  F

### Boiling Point Method:

- d. Bring clean tap water to a boil in a deep pan
  - e. Put the thermometer stem or probe into the boiling water so the sensing area is completely submerged; wait thirty seconds, or until the indicator stops moving; do not let it touch the pan's bottom or sides
  - f. Hold the calibration nut securely with a wrench or other tool and rotate the head of the thermometer until it reads  $212^{\circ}$  F
- 3) Record the date and the amount of calibration on the Thermometer Calibration Log
  - 4) Do not use glass thermometers to monitor the temperature of food

- 5) Measure internal temperatures of food by inserting the thermometer stem or probe into the thickest part of the product (usually the center); make sure the tip of the thermometer does not poke through the food
- 6) Wait for the thermometer reading to steady before recording the temperature of the food item; wait at least 15 seconds from the time the thermometer stem or probe is inserted in the food
- 7) Record the temperature on appropriate temperature logs

**Corrective Action:**

- 1) Discard thermometers that cannot be calibrated to within  $\pm 2^{\circ}$  F.
- 2) Repeat above procedure correctly

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor the use of thermometers daily and review Thermometer Calibration Log weekly
- 3) Take corrective action as needed
- 4) File Thermometer Calibration Log with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that thermometers are used correctly by monitoring Nutrition Services employees daily and reviewing temperature and calibration logs weekly.

Nutrition Services employees will record product name, temperatures, and corrective action taken on appropriate temperature logs and will record the date of calibration on the Thermometer Calibration. The Thermometer Calibration Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## **Purchasing SOP**

**Policy:** Food will be purchased only from approved vendors to help assure food safety.

**Procedures:** District employees involved in purchasing food must:

- 1) Develop written product specifications to ensure products purchased meet department expectations
- 2) Make sure supplier is getting products from approved sources
- 3) Make sure supplier and its sources have a documented Good Manufacturing Practices (GMP) program in place
  - a. Request documentation from vendors indicating that they follow GMP and/or a HACCP or program
  - b. Verify that supplier's employees are trained in food safety and sanitation
- 4) Make sure supplier is reputable
- 5) Inspect supplier's warehouse and plant if possible
- 6) Check condition of supplier's delivery trucks
- 7) Require that supplier deliver products when staff have time to receive them

### **Corrective Action:**

- 1) Discontinue purchasing food from vendor if vendor is purchasing supplies from an unapproved source
- 2) Discontinue purchasing food from vendor if vendor is not following a GMP program or is not following other food safety and sanitation practices

### **Food & Nutrition Services Responsibilities:**

- 1) Train District employees on the procedures in this SOP
- 2) Monitor vendor procedures yearly
- 3) Take corrective action as needed
- 4) File vendor GMP/HACCP program documentation with district HACCP records

5) Retrain District employees not following procedures in this SOP

**Verification and Record Keeping:**

FWCS Nutrition Services will verify that food safety and sanitation are not compromised by vendors by monitoring vendor practices and requiring a GMP and/or HACCP program is in place.

The written notification of a GMP and/or HACCP program is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Receiving Food SOP

**Policy:** All food and non-food deliveries will be checked prior to storing in the facility to help ensure food quality and safety

**Procedures:** Nutrition Services employees in charge of receiving must:

- 1) Only accept deliveries if authorized to accept, reject and sign for deliveries, and have been trained to check product for proper temperatures, expired code date, signs of thawing and refreezing, pest damage, etc.
- 2) Plan ahead for shipments
  - a. Make space available in storerooms, coolers and freezers
  - b. Make workspace available to wash or breakdown and repack product
- 3) Schedule deliveries to arrive during times that allow for adequate inspection
- 4) Receive only one delivery at a time, if possible
- 5) Check delivery invoice against purchase order
- 6) Inspect deliveries immediately; check for
  - a. Correct product
  - b. Quantities
  - c. Damaged or mishandled product
  - d. Weights
- 7) Measure the temperature of three items on large deliveries and one item on smaller deliveries
  - a. Record product names, time, and temperatures on the Truck Receiving Temperature Log
- 8) Record temperature of delivery truck on Truck Receiving Temperature Log
- 9) Put product away as quickly as possible, especially products requiring refrigeration
- 10) Label the product with the receiving date
- 11) Keep the receiving area clean and well lighted to discourage pests

12) Correct mistakes immediately

Rejecting Shipments:

13) Set the rejected product aside

14) Tell the delivery person exactly what is wrong with the rejected product

15) Get a signed adjustment or credit slip from the delivery person before allowing the delivery driver remove it or throwing the product away

**Corrective Action:**

1) Reject food that:

- a. Is not the correct product (unless specified as an acceptable substitute)
- b. Is damaged (excessive breakage, spoilage, mold, excessive bruising, etc.)
- c. Shows signs of mishandling (thawing and refreezing)
- d. Shows signs of insect infestation
- e. Has damaged packaging (tears, leaks, flawed seals, rust, swollen ends, etc.)
- f. Is past the expiration date

2) Reject refrigerated food that is above 41°F

3) Reject frozen food that is above 0 °F and shows signs of thawing or refreezing; ice cream may be received at 6 °F

4) Record rejection on Vendor Delivery Slip

5) Send email (if immediate action is required) and completed Product Evaluation Form to purchasing agent; include if appropriate:

- a. Name of food involved
- b. Lot number
- c. Expiration date
- d. Reason for rejection
- e. Corrective action taken

**Supervisor Responsibilities:**

1) Train employees on the procedures in this SOP

2) Monitor receiving procedure and temperature logs daily

3) Take corrective action as needed

- 4) File temperature logs and Product Evaluation Form with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been safely received by monitoring Nutrition Services employees and reviewing temperature logs daily.

Nutrition Services employees will record temperatures on the Truck Receiving Temperature Log and details of products rejected. The Truck Receiving Temperature Log and Product Evaluation Form are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Storing Food SOP

**Policy:** All food will be stored in a manner that ensures food safety and quality and helps prevent cross-contamination.

**Procedures:** All employees involved with the storage of food and chemicals must:

### General Storage

- 1) Label and date all food
  - a. Date foods when they are received with the receiving date
  - b. Label opened or site-prepared ready-to-eat potentially hazardous foods that are held for more than 24 hours, with the discard date of no more than 7 days
  - c. Label foods that contain items cooked on different days (i.e. Pasta salad) with the discard date of the item cooked first
  - d. Indicate the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods on a separate label
- 2) Rotate products to ensure that the oldest inventory is used first – first in, first out (FIFO)
  - a. Store products with the earliest use-by or expiration dates in front of products with later dates
- 3) Follow established schedule to ensure that stored product is depleted on a regular basis
  - a. If a food item has not been sold or consumed by a predetermined date, throw it out, clean and sanitize the container, and refill the container with the new product (i.e. Flour stored in plastic bins should be used within six to twelve months from the time it was placed in the bins)
- 4) Transfer food between containers properly
  - a. Store food only in approved containers
  - b. Store food in original packaging; repackage foods only when necessary
  - c. If removed from its original package, put food in a clean, sanitized container and cover it
  - d. Label the new container with the name of the food and the original use-by or expiration date
- 5) Keep potentially hazardous food out of the temperature danger zone

- a. Store deliveries as soon as they have been inspected
  - b. Take out only as much food as you can prepare at one time, and put prepared food away until needed
  - c. Properly cool and store cooked food as soon as it is no longer needed (Cooling Food SOP)
- 6) Check temperatures of stored food and storage areas
- a. At the beginning and end of the day, take and record the temperature of each freezer and cooler on the Equipment Temperature Log; temperatures should be:
    - i. Refrigerator: 41°F or lower
    - ii. Freezer: 0°F or lower
- 7) Store product in designated storage areas
- a. Do not store food near chemicals or cleaning supplies
  - b. Avoid storing food in janitor closets, under stairways, etc.
  - c. Do not store product at home or in a vehicle
- 8) Keep all storage areas clean and dry

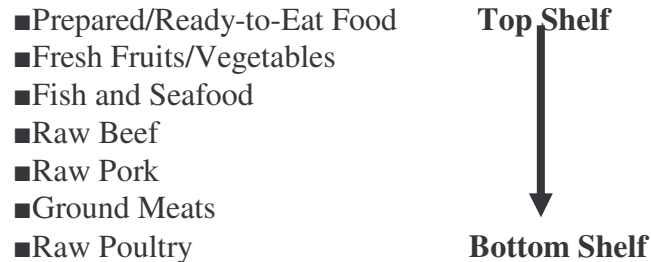
#### Dry Goods

- 9) Store food away from walls and at least 6" above the floor
- 10) Store items out of direct sunlight
- 11) Check for signs of insects or rodents

#### Cold Foods

- 12) Do not overload coolers and freezers
- 13) Do not line shelves with foil or paper
- 14) Never place hot food in coolers; use caution when placing warm food into freezers
- 15) Keep doors closed as much as possible
- 16) Wrap all foods properly
- 17) Defrost freezers on a regular basis

18) Store refrigerated raw meat, poultry, and fish separately from cooked and ready-to-eat food to prevent cross-contamination:



### **Corrective Action:**

- 1) Discard any food that was not properly stored, appears spoiled, or is believed to have been contaminated
- 2) Discard any open ready-to-eat food that has not been labeled with a use-by date or has exceeded the use-by date
- 3) Discard food that has passed the manufacturers' expiration date
- 4) Rapidly chill cold food if the temperature is above 41°F (ONLY if the last temperature taken was 41°F or lower and taken within the last 2 hours)
- 5) Discard any cold food items that exceed 41°F for an unknown time
- 6) Document food temperatures and corrective action on the Equipment Temperature Log
- 7) Record product name and reason for discarding on Production Record
- 8) Properly store any misplaced items immediately

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Provide employees with materials to label and date food items
- 3) Provide food approved storage containers and remove non-approved containers from the facility

- 4) Ensure that storage areas are equipped with thermometers and refrigerated equipment is set at the proper temperature to maintain food at safe internal temperatures
- 5) Monitor storage procedure and Equipment Temperature Log daily
- 6) Take corrective action as needed
- 7) File Production Record and temperature logs with HACCP records
- 8) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food is properly stored by monitoring Nutrition Services employees and reviewing Production Record and Equipment Temperature Log daily.

Nutrition Services employees will record equipment temperatures and corrective actions on the Equipment Temperature Log and record product name of discarded items and reason for corrective action on the Production Record. The Production Record and Equipment Temperature Log are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## **Thawing Food SOP**

**Policy:** All frozen foods will be thawed appropriately to ensure food safety and quality

**Procedures:** All Nutrition Services workers involved in thawing potentially hazardous food must:

- 1) Thaw foods by only using one of four approved methods:
  - a. Thaw foods in the refrigerator at 41°F or below
  - b. Submerge the food under running potable water at 70°F or lower; clean and sanitize the sink and work area before and after thawing food this way
  - c. Thaw food in the microwave if the product will be cooked immediately afterward
  - d. Thaw food as part of the cooking process as long as the product reaches the required minimum internal cooking temperature
- 2) Use appropriate shelves in the refrigerator for thawing products (Storing Food SOP)
- 3) Label the food with the date frozen, the date thawed, and the expiration date
- 4) Avoid refreezing thawed foods to minimize loss of quality

### **Corrective Action:**

- 1) Discard any foods not thawed properly
- 2) Record product name and reason for discarding food on Production Record

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor thawing procedure and Production Record daily
- 3) Take corrective action as needed
- 4) File Production Record with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services supervisor will verify that food is thawed correctly by monitoring Nutrition Services employees and reviewing Production Record daily. Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Preparing Food SOP

**Policy:** Food will be properly prepared to prevent cross-contamination.

**Procedures:** All Nutrition Services employees involved in the preparation of food must:

- 1) Use clean and sanitized work areas, cutting boards, knives and utensils
- 2) Wash hands and use gloves appropriately (Hand Washing and Glove Use SOP)
- 3) Prepare food in small batches, so large amounts of food do not sit out at room temperature for long periods of time; leave food in the refrigerator until all ingredients are ready to be mixed
- 4) Return food to refrigeration or cook it as quickly as possible
- 5) Make sure potentially hazardous leftovers that will be used to make salads have been handled safely during cooking, cooling, and storage
- 6) Consider chilling all ingredients and utensils before using them to make salads (i.e. tuna salad)
- 7) Make sure fruit and vegetables do not come in contact with surfaces exposed to raw meat and poultry
- 8) Wash fruit and vegetables thoroughly under running potable water to remove dirt and other contaminants before cutting, cooking or combining with other ingredients
- 9) When soaking or storing produce in standing water or an ice-water slurry, do not mix different items or multiple batches of the same item
- 10) Refrigerate and hold cut fruits and vegetables at 41°F or lower
- 11) Use ice made from potable water if it is to be consumed or used to chill food
- 12) Do not reuse ice that has been used to chill food
- 13) Use a clean, sanitized scoop to transfer ice from the ice machine
- 14) Never transfer ice in containers that have been used to store raw meat, poultry, fish or chemicals
- 15) Store ice scoops outside of the ice machine in a sanitary, protected location

**Corrective Action:**

- 1) Remove any unwashed fruits and vegetables from service and wash (if whole) or discard (cut fruit and vegetables)
- 2) Discard any food and ice that has been mishandled during preparation or touched nonfood-contact-surfaces (i.e. the floor)
  - a. Discard leftovers if they have been mishandled during preparation, cooking, cooling, and storage
- 3) Record product name and reason for discarding food on Production Record

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Provide appropriate cutting boards, knives, and utensils for use in food preparation
- 3) Monitor food preparation procedure and Production Record daily
- 4) Take corrective action as needed
- 5) File Production Record with HACCP records
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that foods are being prepared correctly by monitoring Nutrition Services employees daily.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## Cooking Food SOP

**Policy:** Food will be cooked to proper internal temperatures to help prevent foodborne illness.

**Procedure:** All Nutrition Services employees involved in the cooking of potentially hazardous foods must:

- 1) Follow requirements regarding internal cooking temperatures:

| Internal Temperature | Product   | Time  |
|----------------------|---|---|
| 135°                 | <ul style="list-style-type: none"> <li>▲ Commercially processed, ready-to-eat food</li> <li>▲ Cooked fruit and vegetables</li> </ul>  | Temperature Must Be Held For: <b>15 Seconds</b> |
| 145°                 | <ul style="list-style-type: none"> <li>▲ Seafood</li> <li>▲ Beef and pork chops and roasts</li> </ul>   | Temperature Must Be Held For: <b>15 Seconds</b> |
| 155°                 | <ul style="list-style-type: none"> <li>▲ Ground meat</li> <li>▲ Injected meat (ham and flavor-injected roasts)</li> <li>▲ Fresh or frozen eggs</li> </ul>   | Temperature Must Be Held For: <b>15 Seconds</b> |
| 165°                 | <ul style="list-style-type: none"> <li>▲ Poultry</li> <li>▲ Stuffing and stuffed meat, fish, poultry and pasta</li> <li>▲ Foods cooked in the microwave</li> <li>▲ Previously cooked foods</li> </ul> | Temperature Must Be Held For: <b>15 Seconds</b> |

- 2) Follow cooking times and required minimum internal cooking temperatures specified by manufacturer's directions
- 3) Cook foods that include multiple ingredients to the highest internal temperature of individual ingredients
- 4) Record product name, time and temperature on the Cooking Temperature Log
- 5) Avoid overloading ovens and other cooking equipment
- 6) Allow equipment temperature to recover between batches
- 7) Use utensil or gloves to handle food after cooking

- 8) Taste foods correctly to avoid cross-contamination
  - a. Ladle a small amount of food into a dish
  - b. Taste the food in the dish with a clean utensil
  - c. Remove the dish and utensil from the preparation area

**Corrective Action:**

- 1) Continue cooking food until the internal temperature reaches the required temperature
- 2) Discard food that does not reach minimum internal cooking temperatures
- 3) Discard food that was tasted incorrectly
- 4) Document temperatures and corrective action on the Cooking Temperature Log

**Supervisor Responsibilities:**

- 6) Train employees on the procedures in this SOP
- 7) Monitor cooking procedure and temperature logs daily
- 8) Take corrective action as needed
- 9) File Cooking Temperature Log with HACCP records
- 10) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been cooked to minimum internal temperatures by monitoring Nutrition Services employees and reviewing Cooking Temperature Log daily.

Nutrition Services employees will record product name, time, temperatures, and any corrective action taken on the Cooking Temperature Log. The Cooking Temperature Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## **Cooking Food in a Microwave SOP**

**Policy:** Food will be cooked to proper internal temperatures to help prevent foodborne illness.

### **Procedure:**

- 1) No more than 5 meals may be cooked in a microwave
  - a. If more meals are needed, they must be heated in the oven
- 2) Follow requirements regarding internal cooking temperatures:

| <b>Internal Temperature</b> | <b>Product</b>                | <b>Time</b>                                     |
|-----------------------------|-------------------------------|---|
| 165°                        | Foods cooked in the microwave | Temperature Must Be Held For: <b>15 Seconds</b> |

- 3) Record product name, time, and temperature on the Cooking Temperature Log
- 4) Avoid overcooking meals – watch meals carefully so that food is not overheated or burned

### **Corrective Action:**

- 1) Continue cooking food until the internal temperature reaches the required temperature
- 2) Discard food that does not reach minimum internal cooking temperatures
- 3) Document temperatures and corrective action on the Cooking Temperature Log

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor cooking procedure and Cooking Temperature Log daily
- 3) Take corrective action as needed
- 4) File Cooking Temperature Log with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been cooked to minimum internal temperatures by monitoring Nutrition Services employees and reviewing the Cooking Temperature Log daily.

Nutrition Services employees will record product name, time, temperatures, and any corrective action taken on the Cooking Temperature Log. The Cooking Temperature Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## Holding Food SOP

**Policy:** All hot and cold foods will be held at appropriate temperatures to ensure food safety.

**Procedure:** All Nutrition Services employees involved in the holding or service of food must:

- 1) Before each lunch mod, measure and record the internal temperature of the food on the Holding Temperature Log
- 2) Cover food and hold under sneeze guards to protect food from contamination
- 3) Prepare food in small batches so it will be used faster to minimize the potential for time-temperature abuse
- 4) Freshly prepared foods may be mixed with foods being held for service only if both products have been held at the proper temperature and any combined products remaining after service are discarded at the end of the day

### Hot Foods:

- 5) Hold hot food at an internal temperature of 135°F or higher
- 6) Only use hot-holding equipment that can keep foods at the proper temperature
- 7) Never use hot-holding equipment to reheat food if it not designed to do so
- 8) Stir food at regular intervals to distribute heat evenly

### Cold Foods:

- 9) Hold cold food at an internal temperature of 41°F or below
- 10) Only use cold-holding equipment that can keep foods at the proper temperature
- 11) Do not store food directly on ice

## Corrective Action:

### Hot Foods:

- 1) Reheat food to 165°F for 15 seconds if temperature is below 135°F, ONLY if the last temperature taken was 135°F or higher and taken within the last 2 hours

- 2) Discard the food if it was held in the danger zone for more than 4 hours or if it can not be determined how long the food was below 135°F
- 3) Document temperatures and corrective action on the Holding Temperature Log

Cold Foods:

- 4) Rapidly chill cold food if the temperature is above 41°F, ONLY if the last temperature taken was 41°F or lower and taken within the last 2 hours
- 5) Discard the food if it was held in the danger zone for more than 4 hours or if it can not be determined how long the food was above 41°F
- 6) Document temperatures and corrective action on the Holding Temperature Log

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor holding procedure and temperature logs daily
- 3) Take corrective action as needed
- 4) File Holding Temperature Log with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that foods are held for service at the correct temperatures by monitoring Nutrition Services employees and reviewing Holding Temperature Logs daily.

Nutrition Services employees will record product name, temperatures, and corrective action taken on the Holding Temperature Log. The Holding Temperature Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007

BY: FWCS Nutrition Services

## Serving Food SOP

**Policy:** All foods will be served in a sanitary manner to help prevent foodborne illness and ensure quality.

**Procedures:** All Nutrition Services employees involved in the serving process must:

- 1) Practice good personal hygiene; wash hands and use glove appropriately (Handwashing and Glove Use SOP)
- 2) Protect all food on display with sneeze guards
- 3) Do not touch cooked or ready-to-eat food with bare hands; handle food with tongs, deli sheets or gloves
- 4) Use clean and sanitized utensils for serving
  - a. Use separate utensils for each food item
  - b. Clean and sanitize utensils after each serving task and at least once every four hours during continuous use
- 5) Use serving utensils with long handles to keep hands away from food
- 6) Store serving utensils properly
  - a. Store utensil in the food with the handle extended above the rim of the container, or
  - b. Place utensil on a clean, sanitized food-contact surface
- 7) Use wiping cloths stored in sanitizer solution to clean food spills on the serving line
- 8) Do not re-serve food that was previously served to customers
- 9) Monitor self-service areas to prevent contamination of food and utensils by customers
- 10) Monitor student servers to ensure that they are handling food and utensils properly

### **Corrective Action:**

- 1) Clean any serving line utensils and dishes that were not handled properly
- 2) Discard food that is believed to have been mishandled or contaminated

- 3) Record product name and reason for discarding food on Production Record

**Supervisor Responsibilities:**

- 1) Train employees and student servers on the procedures in this SOP
- 2) Provide proper utensils and equipment to serve food safely
- 3) Monitor student servers, serving procedure, and Production Record daily
- 4) Take corrective action as needed
- 5) File Production Record with HACCP records
- 6) Retrain any Nutrition Services employee or student worker not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that foods are served correctly by monitoring student servers and Nutrition Services employees and reviewing Production Record daily.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Transporting Food SOP

**Policy:** Food will be transported in a manner to ensure its quality, safety, and to prevent foodborne illness.

**Procedures:** Employees involved in the production or transportation of food from a central or regional kitchen to a satellite location must:

- 1) Use rigid, insulated food containers capable of maintaining food at 135 °F or higher and 41°F or lower
- 2) Keep all surfaces of the food carrier clean and sanitized
- 3) Clean the inside of delivery vehicle regularly
- 4) Cover all food to be transported appropriately

### Central Kitchen:

- 5) Before loading, take and record temperature of food on the Cooking Temperature Log and on the Satellite Delivery Slip. When placed in carriers, hot foods should be at or above 150°F and cold food should be at or below 41°F

### Satellite Location:

- 6) Upon arrival, take and record food temperatures on the Holding Temperature Log. Hot foods should be at or above 135°F and cold food should be at or below 41°F

### **Corrective Action:**

- 1) Reheat hot food to 165°F for 15 seconds if temperature is below 135°F, ONLY if the last temperature taken was 135°F or higher and taken within the last 2 hours (Holding Food SOP)
- 2) Discard the food if it was held in the danger zone for more than 4 hours or if it can not be determined how long the food was below 135°F
- 3) Rapidly chill cold food if the temperature is above 41°F (ONLY if the last temperature taken was 41°F or lower and taken within the last 2 hours)
- 4) Discard the food if it was held in the danger zone for more than 4 hours or if it can not be determined how long the food was above 41°F
- 5) Document temperatures and corrective action on the Holding Temperature Log

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor transporting procedure and review delivery slips and Holding Temperature Log daily
- 3) Take corrective action as needed
- 4) File Satellite School Delivery Slip and Holding Temperature Log with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been transported safely by monitoring Nutrition Services employees and reviewing Satellite School Delivery Slips and Holding Temperature Log daily.

Nutrition Services employees will record product name, time, temperatures, and any corrective action taken on the Cooking Temperature Log, Satellite Delivery Slip, and Holding Temperature Log. The Cooking Temperature Log, Satellite Delivery Slip, and Holding Temperature Log are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Cooling Food SOP

**Policy:** Foods will be cooled quickly and correctly to prevent microbial growth.

**Procedures:** All Nutrition Services employees involved in cooling potentially hazardous foods must:

- 1) Cool potentially hazardous food from:
  - a. 135°F to 70°F or lower within 2 hours, **and then from**
  - b. 70°F to 41°F or lower in the next four hours
- 2) Take temperatures at the 2 hour and 6 hour times to ensure that the appropriate temperature was reached
- 3) Record product name, time and temperatures on the Cooling Temperature Log
- 4) Begin the cooling process by cutting large items into smaller pieces or dividing large containers of food into smaller containers or shallow pans
  - a. Never place large quantities of hot food in a refrigerator to cool
- 5) Cool foods quickly and safely by:
  - a. Placing food in an ice-water bath; stir food frequently to cool it faster and more evenly
  - b. Stirring food with an ice paddle
  - c. Placing food in a blast chiller or tumble chiller
  - d. Adding ice or cold water as an ingredient
  - e. Using a steam-jacketed kettle (if properly equipped)
- 6) Store cooled, covered food on the top shelves in the refrigerator

### Corrective Action:

- 1) If food has not reached 70°F or lower within two hours:
  - a. Discard the food or
  - b. Reheat food to an internal temperature of 165°F within two hours, and cool again properly
- 2) Record product name, time, temperatures and corrective action on the Cooling Temperature Log

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor cooling procedure and Cooling Temperature Logs daily
- 3) Take corrective action as needed
- 4) File Cooling Temperature logs with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been cooled properly by monitoring Nutrition Services employees and reviewing Cooling Temperature Logs daily.

Nutrition Services employees will record product name, time, temperatures, and any corrective action taken on the Cooling Temperature Log. The Cooling Temperature Log is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Reheating Leftovers SOP

**Policy:** All foods will be reheated to 165°F for 15 seconds to help prevent foodborne illness.

**Procedures:** All Nutrition Services employees involved in reheating leftover foods must:

- 1) Check the internal temperature of refrigerated food to ensure it is at or below 41°F
- 2) Do not reheat food that was overcooked, improperly cooled (Cooling Food SOP), or is considered of poor quality by the supervisor
  - a. Only the following purchased items may be reheated:
    - i. Breaded Chicken Patties, Grilled Chicken Patties, Chicken Nuggets, Chicken Tenders, Chicken Fryz, Egg Rolls, Hot Dogs, Pepperoni Pizza Wedge, Sausage Pizza Wedge, and Cheese Pizza Wedge
- 3) Reheat food to 165°F for 15 seconds within two hours
- 4) Serve reheated food as soon as possible after reheating to maintain quality
- 5) Record product name, time and temperature on the Cooking Temperature Log
- 6) Reheat foods ONLY ONCE

### Corrective Action:

- 1) Discard any food that is of poor quality, was not held at or below 41°F, was not reheated to 165°F or above within two hours, or was reheated more than one time
- 2) Record product name and reason for discarding food on Production Record
- 3) Document temperatures and corrective action on the Cooking Temperature Log

### Supervisor Responsibilities:

- 1) Train employees on the procedures in this SOP
- 2) Inspect all food to determine if it is acceptable to be reheated or if it is acceptable to be served after it has been reheated
- 3) Monitor reheating procedure and review Production Record and Cooking Temperature Log daily

- 4) Take corrective action as needed
- 5) File Production Record and Cooking Temperature Log with HACCP records
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that food has been reheated correctly by monitoring Nutrition Services employees and reviewing Production Record and Cooking Temperature Logs daily.

Nutrition Services employees will record product name, time, temperatures, and any corrective action taken on the Production Record and the Cooking Temperature Log. The Production Record and the Cooking Temperature Log are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Storing Non-Food Supplies SOP

**Policy:** All non-supplies will be stored in a manner that ensures food safety and helps prevent cross-contamination.

**Procedures:** All employees involved with the storage of utensils, tableware, equipment, cleaning tools and supplies must:

### Utensils, Tableware, and Equipment:

- 1) Store tableware and utensils at least six inches off the floor
  - a. Keep them covered and protected from dirt and condensation
- 2) Store tableware and utensils with handles up so employees can pick them up without touching food-contact surfaces
- 3) Store items in clean and sanitized drawers and shelves
- 4) Keep food-contact surfaces of equipment covered until ready for use

### Cleaning Tools and Supplies:

- 5) Store cleaning tools and chemicals away from food and food-preparation sites
- 6) Hang mops, brooms, or brushes standing on the bristles
- 7) Store cleaned and sanitized buckets with other tools

### **Corrective Action:**

- 1) Properly store any misplaced items
- 2) Re-wash items that have been stored incorrectly and may have become contaminated (Warewashing SOP, Cleaning and Sanitizing the Kitchen SOP, Cleaning and Sanitizing Equipment SOP)

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Conduct monthly inspections of the facility, using the Food Safety Checklist
- 3) Monitor storage procedures daily

- 4) Take corrective action as needed
- 5) File Food Safety Checklist with HACCP records
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that items are stored correctly by monitoring Nutrition Services employees daily. Nutrition Services supervisor will monitor the facility monthly and more often as needed.

The Food Safety Checklist is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Using Hazardous Materials SOP

**Policy:** All hazardous materials will be used properly to prevent health hazards and injury.

**Procedures:** All Nutrition Services employees using hazardous materials must:

Employees:

- 1) Receive annual training on the hazards and use of chemicals
- 2) Record hazardous material training on the Employee Training Log
- 3) Use only chemicals that are approved for use in a Nutrition Services establishment
- 4) When receiving chemicals, only accept product labeled, on the outside of the container, with:
  - a. Chemical name
  - b. Manufacturer's name and address
  - c. Possible hazards of the chemical
- 5) Store chemicals away from food
- 6) Do not transfer chemicals out of original containers
- 7) Make sure that product labels remain readable and attached to the container during storage
- 8) Follow manufacturer's guidelines when using chemicals
- 9) Follow instructions on the label to dispose of chemicals

Supervisor:

- 10) Take an inventory of the hazardous chemicals used and stored in the facility
  - a. List the name of the chemical and where it is stored
  - b. Update the list when chemicals are added or no longer used
- 11) Keep Material Safety Data Sheets (MSDS) in a location accessible to all employees
- 12) Inform employees of the hazards and train them to use chemicals properly; training should be conducted annually and for new employees, and must include:

- a. Existence and requirements of OSHA's Hazard Communication Standard (HCS)
- b. How the HCS is implemented in the workplace
- c. Operations and processes in which hazardous chemicals are used
- d. Inventory of chemicals in your establishment
- e. Location of MSDS
- f. How to read MSDS and product labels
- g. Physical and health hazards of all chemicals used
- h. Specific procedures adopted to provide protection, such as work practices
- i. Use of PPE and steps to prevent or reduce exposure to chemicals
- j. Safety and emergency procedures
- k. Information on the normal use of chemicals

### **Corrective Action:**

- 1) Upon delivery, reject product that:
  - a. Is not the correct product (unless specified as an acceptable substitute)
  - b. Does not contain the proper label
  - c. Has damaged packaging (tears, leaks, flawed seals, rust, swollen ends, etc.)
  - d. Is past the expiration date
- 2) Record rejection on Vendor Delivery Slip
- 3) Send email (if immediate action is required) and completed Product Evaluation Form to purchasing agent; include if appropriate:
  - a. Name of product involved
  - b. Lot number
  - c. Expiration date
  - d. Reason for rejection
  - e. Corrective action taken
- 4) Properly store any misplaced items
- 5) Remove from the facility any product that is not approved for storage in the kitchen or for use by Nutrition Services employees
- 6) Correctly dispose of chemicals that are not labeled
- 7) Re-wash items that have been cleaned incorrectly and may have become contaminated (Warewashing SOP, Cleaning and Sanitizing the Kitchen SOP, Cleaning and Sanitizing Equipment SOP)

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Monitor use of hazardous chemicals daily and review Employee Training Log when training is provided
- 3) Take corrective action as needed
- 4) File Employee Training Log and copy of Product Evaluation Form with HACCP records
- 5) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that hazardous materials are used and stored correctly by monitoring Nutrition Services employees daily and reviewing training logs as necessary.

Nutrition Services employees will record hazardous material training on the Employee Training Log and details of products rejected. The Employee Training Log and Product Evaluation Form are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

# Warewashing SOP

**Policy:** All serving dishes, utensils, and cookware will be cleaned after each use and as needed to help ensure food safety.

**Procedures:** Employees involved in warewashing must:

## Dishwashing Machine Operation:

- 1) Check the machine for cleanliness at least once a day, cleaning it as often as needed
  - a. Fill tanks with clean water
  - b. Clear detergent trays and spray nozzles of food and foreign objects
  - c. Make sure detergent and rinse additive dispensers are properly filled
- 2) Operate dishwashing machine according to manufacturers' instructions
- 3) Scrape, rinse, or soak items before washing
- 4) Load dish racks correctly
  - a. Make sure all surfaces are exposed to spray action
  - b. Use racks designed for the items being washed
  - c. Do not overload racks
- 5) Check temperatures and pressure; the final sanitizing rinse must be at least 180 °F
- 6) Record wash, rinse, and sanitizer cycle temperatures on the Dishwasher Temperature Log
- 7) Check each rack for soiled items as it comes out of the machine
- 8) Employees must wash hands when switching between handling soiled items and clean items (See Handwashing and Glove Use SOP)
  - a. It is not necessary to wear gloves when handling clean items
- 9) Air-dry all items
- 10) Monitor student workers to ensure that they are handling trays and utensils properly

## Manual Dishwashing:

- 11) Clean and sanitize each sink and work surface
- 12) Rinse, scrap, or soak all items before washing
- 13) Wash items in the first sink in a detergent solution at least 110 °F
  - a. Do not soak wood surfaces in detergent
  - b. Replace the detergent solution when the suds are gone or the water is dirty
- 14) Immerse items in the second sink
  - a. Remove all traces of food and detergent
  - b. Replace rinse water when it becomes cloudy or dirty
- 15) Immerse items in the third sink in a chemical-sanitizing solution for 1 minute
  - a. Do not soak wood surfaces in sanitizing solution
  - b. Ensure that sanitizer is mixed at the proper concentration and water temperature is correct, according to manufacturer's directions
  - c. Check sanitizer solution at regular intervals with sanitizer test strips
  - d. Change sanitizing solution when it becomes visibly dirty or when its concentration has dropped below the required level
- 16) Record the sanitizer concentration range on the Sanitizer Strip Log
- 17) Air-dry all items

**Corrective Action:**

- 1) Rewash any items that did come clean
- 2) Rewash any items that were washed and sanitized in water that did not reach minimum temperatures and sanitizing levels

**Supervisor Responsibilities:**

- 1) Train employees and student workers on the procedures in this SOP
- 2) Keep dishwashing machine in good repair
- 3) Provide test strips and a clock with a second hand to measure sanitizing solution concentration and time of immersion

- 4) Monitor student workers, warewashing procedure, temperature, and sanitizer strip logs daily
- 5) Take corrective action as needed
- 6) File Dishwasher Temperature Log and Sanitizer Strip Log with HACCP records
- 7) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that items are correctly washed and sanitized by monitoring Nutrition Services employees and reviewing Dishwasher Temperature Log and Sanitizer Strip Log daily.

Nutrition Services employees will record dishwashing machine temperatures and sanitizer strip concentration on the Dishwasher Temperature Log and Sanitizer Strip Log. The Dishwasher Temperature Log and Sanitizer Strip Log are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 20, 2007 BY: FWCS Nutrition Services

## Cleaning and Sanitizing the Kitchen SOP

**Policy:** The kitchen will be cleaned and sanitized each day and as needed to help prevent cross-contamination.

**Procedures:** All Nutrition Services employees involved in cleaning and sanitizing the cafeteria and kitchen must:

- 1) Follow manufacturer's instructions to prepare detergent and sanitizer spray bottles and buckets
  - a. Test every prepared spray bottle
  - b. If preparing multiple buckets, test only one
- 2) Test and record sanitizer concentration range on the Sanitizer Strip Log
- 3) While not in use, store wiping cloths in prepared buckets with sanitizer solution
  - a. Keep cloths used for wiping surfaces that have come in contact with raw meat, fish or poultry separate from other cleaning cloths
  - b. Change sanitizer buckets as necessary when solution becomes dirty
- 4) Never clean mops, brushes or other tools in sinks designated for handwashing, food preparation or dishwashing
- 5) Clean, rinse, sanitize and air-dry buckets at the end of the day

### Food-contact Surfaces:

- 6) Wash, rinse, and sanitize all food-contact surfaces:
  - a. After each use
  - b. Any time you begin working with another type of food
  - c. Any time you are interrupted during a task and the tools or items you have been working with may have been contaminated
  - d. At four-hour intervals, if the items are in constant use
- 7) Wash, rinse, and sanitize all equipment (Cleaning and Sanitizing Equipment SOP)
- 8) Clean and sanitize trays and carts used to carry clean dishes and utensils, daily or as often as necessary

### Tables and Serving Areas:

- 9) Clean and sanitize tables, counters, and all other serving areas
  - a. Only adults may handle chemicals or spray tables with sanitizer; students may NOT immerse their hands in sanitizer buckets or spray tables with sanitizer - students may wash tables after an adult has sprayed them with sanitizer and may rinse wiping cloths in buckets of warm water ONLY
  - b. Monitor student workers to ensure that they are washing tables correctly
- 10) Clean up spills immediately
- 11) Wash, rinse, and sanitize sinks and countertops daily

#### Floors

- 12) Sweep kitchen floor daily
- 13) Clean up spills immediately
  - a. Mop toward the floor drain
  - b. Soak the mop in a bucket of detergent solution and wring it out
  - c. Clean the area with both sides of the mop, using a figure eight motion
  - d. Soak and wring out the mop, then clean the same area again
  - e. Remove excess water with a damp mop or squeegee, working toward the floor drain
  - f. Rinse the floor thoroughly with clean water, using the same mopping procedure

#### Walls and Shelves

- 14) Clean and sanitize drawers and shelves before clean items are stored
- 15) Clean tile and stainless-steel surfaces by spraying or sponging with a detergent solution
  - a. Rinse with clean water
  - b. Protect food, equipment, and nearby supplies during cleaning
- 16) Use a wet cloth to clean other wall surfaces, such as painted drywall

#### Ceilings and Light Fixtures

- 17) Check ceilings and light fixtures routinely to ensure that cobwebs, dust, dirt or condensation will not fall and contaminate food or food-contact surfaces below
- 18) Wipe and rinse ceilings and light fixtures with a cloth

### Restrooms:

- 19) Clean sinks, mirrors, walls, floors, counters, dispensers, toilets, urinals, and waste receptacles daily
  - a. Sanitize toilets and urinals at least once daily
- 20) Remove trash at least once daily or as often as necessary

### Exterior Premises

- 21) Clean windows, walls, and fixtures on a regular basis
- 22) Clean garbage areas as often as necessary to prevent odors or trash from attracting pests

### **Corrective Action:**

- 1) Re-mix any sanitizing solution that does not meet proper concentration strength
- 2) Record sanitizer concentration range and corrective action on the Sanitizer Strip Log
- 3) Discard any food that has been prepared on dirty surfaces or has been contaminated
- 4) Record product name and reason for discarding food on Production Record
- 5) Re-wash dirty surfaces correctly

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Create a master cleaning schedule that specifies:
  - a. What should be cleaned
    - i. Includes all areas of the kitchen, cafeteria, and storage areas
    - ii. Identify all surfaces, tools, and equipment in the facility that need cleaning
  - b. Who should clean it
  - c. When it should be cleaned

- i. Employees should clean as they go and clean and sanitize at the end of the shift
    - ii. Schedule major cleaning when food will not be contaminated or service interrupted
    - iii. Schedule enough time to clean
  - d. How it should be cleaned
    - i. Teach employees to safely and properly take apart and reassemble equipment
- 3) Provide tools and cleaning agents according to needs on the master cleaning schedule
  - a. Replace worn tools
  - b. Provide employees with the right protective gear (gloves, aprons, goggles, etc.)
- 4) Provide employees with appropriate tools, cleaning agent, and protective gear
- 5) Ensure that a utility sink is available for filling buckets and cleaning tools, as well as a floor drain for dumping dirty water
- 6) Monitor student workers, cafeteria and kitchen cleaning procedure and review sanitizer strip log and Production Record daily; review Equipment Cleaning Log weekly
- 7) Take corrective action as needed
- 8) File Sanitizer Strip Log, Equipment Cleaning Log, and Production Record with HACCP records
- 9) Retrain any Nutrition Services employee not following procedures in this SOP

### **Verification and Record Keeping:**

Nutrition Services supervisor will verify that equipment is cleaned properly by monitoring Nutrition Services employees, inspecting equipment, and reviewing Sanitizer Strip Log and Production Record daily.

Nutrition Services employees will record sanitizer strip concentration and corrective action taken on the Sanitizer Strip Log. Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Sanitizer Strip Log and Production Record are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## Cleaning and Sanitizing Equipment SOP

**Policy:** Equipment will be washed, rinsed, and sanitized after each use to ensure food safety and sanitation.

**Procedures:** All Nutrition Services employees using equipment must:

- 1) Follow manufacturer's instructions to prepare detergent and sanitizer spray bottles and buckets
- 2) Test and record sanitizer concentration range on the Sanitizer Strip Log
- 3) While not in use, store wiping cloths in prepared buckets with sanitizer solution
  - a. Keep cloths used for wiping surfaces that have come in contact with raw meat, fish or poultry separate from other cleaning cloths
  - b. Change sanitizer buckets as necessary when solution becomes dirty
- 4) Never clean brushes or other tools in sinks designated for handwashing, food preparation or dishwashing
- 5) Clean, rinse, sanitize and air-dry buckets at the end of the day
- 6) Record on Equipment Cleaning Log when equipment is cleaned

### Food-contact Surfaces:

- 7) Wash, rinse and sanitize all food-contact surfaces:
  - a. After each use
  - b. Any time you begin working with another type of food
  - c. Any time you are interrupted during a task and the tools or items you have been working with may have been contaminated
  - d. At four-hour intervals, if the items are in constant use

### Stationary Equipment:

- 8) Follow equipment manufacturer's instruction to clean equipment
- 9) Turn off and unplug equipment before cleaning
- 10) Remove food and soil underneath and around equipment

- 11) Remove detachable parts and manually wash, rinse, and sanitize them, or run them through a dishwasher if permitted; allow them to air-dry
- 12) Wash and rinse fixed, food-contact surfaces, then wipe or spray them with a chemical-sanitizing solution; allow them to air-dry
- 13) Wash and rinse fixed, food-contact surfaces, then wipe or spray them with a chemical-sanitizing solution
- 14) Air-dry all parts, then reassemble according to directions; tighten all parts and guards; test equipment at recommended settings, then turn it off
- 15) Re-sanitize the food-contact surfaces handled when putting the unit back together by wiping with a cloth that has been submerged in sanitizing solution

Refrigerated Units:

- 16) Clean up spills in refrigerators and freezers immediately
- 17) Clean units regularly to remove soil, mold, and odors
- 18) Clean before storing deliveries so less food has to be moved
- 19) Move food to another unit before starting cleaning

**Corrective Action:**

- 1) Re-mix any sanitizing solution that does not meet proper concentration strength
- 2) Record sanitizer concentration range and corrective action on the Sanitizer Strip Log
- 3) Discard any food or ice that has been prepared on dirty equipment
- 4) Record product name and reason for discarding food on Production Record
- 5) Re-wash dirty equipment correctly

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Include equipment on Master Cleaning schedule
- 3) Provide employees with appropriate tools, cleaning agent, and protective gear

- 4) Monitor equipment cleaning procedure and review Sanitizer Strip Log and Production Record daily; review Equipment Cleaning Log weekly
- 5) Take corrective action as needed
- 6) File Sanitizer Strip Log, Equipment Cleaning Log, and Production Record with HACCP records
- 7) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that equipment is cleaned properly by monitoring Nutrition Services employees, inspecting equipment, and reviewing Sanitizer Strip Log and Production Record daily. Nutrition Services supervisor will review Equipment Cleaning Log weekly.

Nutrition Services employees will record sanitizer strip concentration and corrective action taken on the Sanitizer Strip Log and will record the date when equipment is cleaned on the Equipment Cleaning Log. Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Equipment Cleaning Log, Sanitizer Strip Log, and Production Record are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## Controlling Pests SOP

**Policy:** Efforts will be made to ensure that pests are controlled in the Nutrition Services operation.

**Procedures:** To help reduce pests, Nutrition Services employees must:

- 1) Report signs of pests to the school Nutrition Services supervisor immediately
- 2) Check all deliveries before they enter the facility
- 3) Keep all exterior openings closed tightly
- 4) Report any damaged screens, openings around pipes, and cracks or broken seals in floors and walls to Nutrition Services supervisor
- 5) Dispose of garbage quickly and correctly
  - a. Keep garbage containers clean, in good condition, and tightly covered in all areas
  - b. Clean up spills around garbage containers immediately
  - c. Wash and rinse garbage containers regularly
- 6) Store all food and supplies properly and as quickly as possible
  - a. Keep all food and supplies away from walls and at least six inches off the floor
  - b. Rotate products so pests do not have time to settle into them and breed
- 7) Clean the facility regularly
  - a. Clean up food and beverage spills immediately
  - b. Remove dirty dishes and uneaten food from tables, cleaning them as quickly as possible
  - c. Clean toilets and restrooms as often as necessary
  - d. Keep lockers and break areas clean
  - e. Keep cleaning tools and supplies clean and dry
    - i. Store wet mops on hooks rather than on the floor, since roaches frequently hide in them
    - ii. Empty water from buckets to keep from attracting rodents
- 8) Cover outdoor garbage containers

- 9) Rely on the Pest Control Officer to use and store pesticides
  - a. Do not store pesticides in the facility
- 10) When pesticides will be applied, prepare the area by removing all food and movable food-contact surfaces and cover equipment and food-contact surfaces that cannot be moved
  - a. Wash, rinse, and sanitize food-contact surfaces after the area has been sprayed (Cleaning and Sanitizing Equipment SOP)

**Corrective Action:**

- 1) Refuse shipments in which you find pests or signs of infestation, such as egg cases and body parts (legs, wings, etc.)
- 2) Record rejection on Vendor Delivery Slip and send completed Product Evaluation Form to purchasing agent (Receiving Food SOP)
- 3) Discard any food that appears to have been infested by pests or was prepared on unsanitized equipment
- 4) Record product name and reason for discarding food on Production Record
- 5) Store food correctly (Storing Food SOP)
  - a. Remove product from original cardboard packaging and discard packaging immediately, if signs of infestation are present
- 6) Clean and sanitize areas that have been neglected (Cleaning and Sanitizing the Kitchen SOP, Cleaning and Sanitizing Equipment SOP)
- 7) Record on Equipment Cleaning Log when equipment is cleaned
- 8) Close external doors and windows and cover garbage containers immediately

**Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Conduct monthly inspections of the facility, using the Food Safety Checklist
- 3) Have structural flaws and damage in the facility repaired

- 4) Report signs of infestation to Custodial Engineer and ensure that a work order has been placed
- 5) Work with Pest Control Operator as necessary
- 6) Record on Equipment Cleaning Log when pesticides have been applied to the site
- 7) Monitor receiving, storage and cleaning procedures and review Production Record daily; review Equipment Cleaning Log weekly
- 8) Take corrective action as needed
- 9) File copy of Product Evaluation Form, Production Record, Equipment Cleaning Log, Food Safety Checklist and copy of work order with HACCP records
- 10) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that pests are denied access to the facility by monitoring Nutrition Services employees, receiving, storage and cleaning procedures, and reviewing the Production Record daily. Nutrition Services supervisor will review the Equipment Cleaning Log weekly. Nutrition Services supervisor will inspect the facility structure monthly and more often as needed.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. Nutrition Services employees will record on Equipment Cleaning Log when equipment is cleaned. The Production Record, Equipment Cleaning Log, Food Safety Checklist, and a copy of the Product Evaluation Form and Work Order form are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## **Monitoring Visitors SOP**

**Policy:** Visitors will follow all food safety procedures in the HACCP manual as they apply.

**Procedures:** All Nutrition Services employees involved in escorting visitors must:

- 1) Limit the number of unnecessary visitors in food preparation areas
  - a. Visitors include: students, future employees, vendors, volunteers, and all non-food-production staff
  - b. Limit access to only those areas needed to be seen by the visitor (ex: a paper goods vendor does not need access to the freezer)
- 2) Ensure that visitors wash hands and wear hair restraints properly
- 3) Ensure that visitors follow all other food and equipment safety and sanitation practices

### **Corrective Action:**

- 1) Remove visitors not following safety and sanitation procedures from food preparation areas
- 2) Discard food if contamination likely occurred
- 3) Record product name and reason for discarding on Production Record
- 4) Clean food-contact surfaces if contamination likely occurred

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Enforce limits of unnecessary visitors in food preparation areas
- 3) Make hair restraints and hand washing facilities accessible to visitors
- 4) Monitor visitor behavior while on site
- 5) Take corrective action as needed
- 6) Retrain any Nutrition Services employee not following procedures in this SOP

## **Verification and Record Keeping:**

Nutrition Services supervisor will verify that food safety and sanitation are not compromised by visitors by monitoring visitors and Nutrition Services employees and reviewing Production Record daily.

Nutrition Services employees will record product name of discarded items and reason for corrective action taken on Production Record. The Production Record is to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007

BY: FWCS Nutrition Services

## **Responding to a Physical Hazard or Foodborne Illness Complaint SOP**

**Policy:** Physical hazard or foodborne illness complaints will be taken seriously and dealt with in a prompt manner. Concern for the individual making the complaint will be shown at all times.

**Procedures:** All Nutrition Services employees involved in responding to a complaint must:

- 1) Determine if any harm has been done by the foreign object found in the food (ex: cut in mouth)
- 2) Get needed medical help if needed, as appropriate (i.e. school nurse)
- 3) Stop serving the food from which the object came or about which the complaint was made
- 4) Provide a replacement item for the student
- 5) Save the container, object, and food item
- 6) Report the incident to the supervisor, principal, and Nutrition Coordinator

### **Corrective Action:**

- 1) Store food in the refrigerator.
  - a. This food should be kept on the lowest shelf of the refrigerator, labeled “DO NOT EAT” and dated
  - b. Follow instructions from Nutrition Services about further handling of food
- 2) Record product name and reason for replacement on Production Record

### **Supervisor Responsibilities:**

- 1) Train employees on the procedures in this SOP
- 2) Gather information from the person affected, staff involved in preparing and serving the food affected, and anyone else who was involved
  - a. Record the manufacturer, codes, and dates listed on the food container
- 3) If the student was injured, notify parents of the situation

- 4) Take corrective action as needed
- 5) Complete the Foodborne Injury or Illness Complaint Form
- 6) Report the incident to the principal and Nutrition Coordinator
- 7) Follow up with the complaint as necessary
- 8) File the Foodborne Injury or Illness Complaint Form and Production Record with HACCP records
- 9) Retrain any Nutrition Services employee not following procedures in this SOP

**Verification and Record Keeping:**

Nutrition Services supervisor will verify that customer complaints are handled appropriately by monitoring Nutrition Services employees.

Nutrition Services supervisor will complete the Foodborne Injury or Illness Complaint Form and Production Record. The Foodborne Injury or Illness Complaint Form and Production Record are to be kept on file for a minimum of 5 years.

DATE IMPLEMENTED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_

DATE REVISED: July 23, 2007 BY: FWCS Nutrition Services

## Food Safety Checklist

Date \_\_\_\_\_ Observer \_\_\_\_\_

School \_\_\_\_\_

| PERSONAL HYGIENE   | Yes | No | Corrective Action |
|--|-----|----|-------------------|
| Employees do not exhibit symptoms of fever, diarrhea, vomiting, sore throat w/ fever, or jaundice. |     |    |                   |
| Employees wear clean and proper uniforms and shoes.  |     |    |                   |
| Effective hair restraints are worn properly.   |     |    |                   |
| Fingernails are short, unpolished, and clean (no artificial nails).                                |     |    |                   |
| No jewelry may be worn at the FSC. A plain wedding band will be allowed in schools.                |     |    |                   |
| Burns, wounds, sores or scabs, splints or bandages are completely covered while handling food.     |     |    |                   |
| Eating, drinking, chewing gum, smoking, or using tobacco is allowed only in designated areas only. |     |    |                   |
| Employee beverages are stored properly, away from preparation areas.                               |     |    |                   |
| Employees are wearing, using, and changing gloves appropriately.                                   |     |    |                   |
| Hands are washed properly, frequently, and at appropriate times.                                   |     |    |                   |
| Hand sinks are unobstructed, operational, and clean.   |     |    |                   |
| Hand sinks are stocked with soap, disposable towels, and warm water.                               |     |    |                   |
| A hand washing sign is posted.   |     |    |                   |
| Employee restrooms are operational and clean.  |     |    |                   |

| RECEIVING  | Yes | No | Corrective Action |
|--|-----|----|-------------------|
| Food and supplies are inspected on arrival.          |     |    |                   |
| Vendor truck temperatures are recorded upon arrival. |     |    |                   |
| Food is rejected as necessary.                       |     |    |                   |

| STORAGE   | Yes | No | Corrective Action |
|---|-----|----|-------------------|
| Thermometers are available and accurate in storage units.   |     |    |                   |
| Temperatures of storage are recorded at the beginning and end of each shift, and corrective action is taken as necessary. |     |    |                   |
| Temperatures of refrigerated storage are at or below 41°F.  |     |    |                   |
| Temperatures of frozen storage are at or below 0°F.   |     |    |                   |
| All food and paper supplies are stored at least 6 inches off the floor.   |     |    |                   |
| All unopened food is labeled with the name of the product and the date it was received.                                   |     |    |                   |
| All opened food is labeled with the name of the product and the use by date.  |     |    |                   |

|  |  |  |  |
|--|--|--|--|
| All food is discarded once it exceeds the manufacturer's use by date or within 7 days of being opened or produced. |  |  |  |
| The First In, First Out method of inventory management is used.  |  |  |  |
| All food is stored in approved containers and protected from contamination.  |  |  |  |
| There are no bulging or leaking canned goods.  |  |  |  |
| Chemicals are clearly labeled and stored away from food and supplies.  |  |  |  |
| Storage areas are clean.   |  |  |  |

PREPARATION

Yes No Corrective Action

|  |  |  |  |
|--|--|--|--|
| All food stored or prepared in facility is from approved sources.  |  |  |  |
| Frozen food is thawed under refrigeration or in cold running water.  |  |  |  |
| During preparation, ingredients are kept out of the temperature danger zone and food is prepared in batches as much as possible. |  |  |  |
| Procedures are in place to prevent cross contamination.  |  |  |  |
| Ready-to-eat and cooked food is handled with gloves.   |  |  |  |
| Food is cooked to the required safe internal temperatures for the appropriate time.  |  |  |  |
| Food is cooled to 70°F within 2 hours and to 41°F or lower within 4 more hours, using appropriate methods.                       |  |  |  |
| Previously cooked, potentially hazardous foods are reheated to 165°F within 2 hours.   |  |  |  |
| The internal temperatures of foods thawed, cooked, served, cooled, and reheated are monitored and documented.                    |  |  |  |
| Corrective action is appropriately taken when the temperature of the food falls into the temperature danger zone.                |  |  |  |
| Food is tasted using the proper procedure.   |  |  |  |
| Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.                 |  |  |  |

SERVING

Yes No Corrective Action

|   |  |  |  |
|---|--|--|--|
| Temperature of cold food being held is at or below 41°F.                              |  |  |  |
| Temperature of hot food being held is at or above 135°F.                              |  |  |  |
| The internal temperatures are documented and corrective action is taken as necessary. |  |  |  |
| Food is protected from contamination, under sneeze guards.                            |  |  |  |
| Hold units are pre-heated or pre-chilled before food is placed into unit.             |  |  |  |
| Hot-holding units are not used to reheat potentially hazardous foods.                 |  |  |  |
| Proper utensils and gloves are used appropriately to serve food.                      |  |  |  |
| Hot and cold holding units and serving lines are clean.                               |  |  |  |

| CLEANING & SANITIZING FACILITIES & EQUIPMENT   | Yes | No | Corrective Action |
|--|-----|----|-------------------|
| Three-compartment sink is properly set up for ware washing.                              |     |    |                   |
| Dishmachine is working properly – gauges and chemicals are recommended levels.           |     |    |                   |
| Water is clean and free of grease and food particles.                                    |     |    |                   |
| Water temperatures are correct for wash and rinse.                                       |     |    |                   |
| Chemical sanitizer is mixed correctly and sanitizer strip is used to test concentration. |     |    |                   |
| Sanitizer strip use is documented and corrective action is taken as necessary.           |     |    |                   |
| Wiping cloths are stored in sanitizing solution while not in use.                        |     |    |                   |
| Smallware and utensils are washed, sanitized, and air dried.                             |     |    |                   |
| An equipment cleaning schedule is in place, used, and documented.                        |     |    |                   |
| All work surfaces, utensils, and equipment are cleaned and sanitized between uses.       |     |    |                   |
| Thermometers are cleaned and sanitized after each use.                                   |     |    |                   |
| Thermometers are calibrated routinely and documented.                                    |     |    |                   |
| Can opener is clean, and is sanitized between uses.                                      |     |    |                   |
| Drawers and racks are clean.   |     |    |                   |
| Food slicer is clean, and is sanitized between uses.                                     |     |    |                   |
| Ice machine is clean, and scoop is not stored in the ice.                                |     |    |                   |
| Exhaust hood and filters are clean.  |     |    |                   |
| Light bulbs are appropriately covered.   |     |    |                   |
| Garbage cans are covered and emptied as necessary.                                       |     |    |                   |
| Boxes, containers, and recyclables are removed from site.                                |     |    |                   |
| Loading dock and dumpster area are clean.  |     |    |                   |

| PEST CONTROL  | Yes | No | Corrective Action |
|---|-----|----|-------------------|
| Outside doors have screens, are well-sealed, and are equipped with a self-closing device. |     |    |                   |
| There is a regular schedule of pest control by licensed pest control operator.            |     |    |                   |
| No evidence of pests is present.  |     |    |                   |
| When evidence of pests exists, the custodian is notified to place a work order.           |     |    |                   |

























## Foodborne Injury or Illness Complaint Form

Date: \_\_\_\_\_

School: \_\_\_\_\_

Item found or complaint: \_\_\_\_\_

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Where was the foreign particle found? \_\_\_\_\_

(i.e. was it in the burger, in between the burger and bun, mixed in with the vegetables?)

How was the particle found? \_\_\_\_\_

(i.e. was it seen or bitten into?)

Was the meal left unattended at any time? \_\_\_\_\_

Student/staff comments: \_\_\_\_\_

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### Product Information

Manufacturer: \_\_\_\_\_

Codes: \_\_\_\_\_

Dates: \_\_\_\_\_

School or Nutrition Process Center Follow Up: \_\_\_\_\_

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