HACCP BASED STANDARD OPERATING PROCEDURES & FOOD SAFETY PLAN

DETROIT
PUBLIC SCHOOLS
COMMUNITY DISTRICT

Students Rise. We All Rise.

Office of School Nutrition

Personal Hygiene

PURPOSE: To prevent contamination of food by school nutrition employees.

SCOPE: This procedure applies to school nutrition employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross Contamination, Contamination

INSTRUCTIONS:

1. Train department of school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times.
6. Keep fingernails trimmed, filed, and maintained.
7. Do not wear artificial fingernails and fingernail polish.
8. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
9. Do not wear any jewelry except for a plain ring such as a wedding band.
10. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
11. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove. Show a supervisor any lesion before working.
12. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
13. Taste food the correct way:
    - Place a small amount of food into a separate container.
    - Step away from exposed food and food contact surfaces.
    - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
    - Wash hands immediately.
14. Wear suitable and effective hair restraints while in the kitchen.

Personal Hygiene, continued

MONITORING:

1. The kitchen manager will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen manager will monitor that all school nutrition employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carol Wilt **BY:** 10/31/24

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles, prepares, and serves food.

KEY WORDS: Handwashing, Cross Contamination

INSTRUCTIONS:

1. Train Office of School Nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Post handwashing signs or posters in a language understood by all school nutrition employees near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
   - Before starting work
   - During food preparation
   - When moving from one food preparation area to another
   - Before putting on or changing gloves
   - After using the toilet
   - After sneezing, coughing, or using a handkerchief or tissue.
   - After touching hair, face, or body
   - Eating, drinking, or chewing gum
   - After handling raw meats, poultry, or fish
   - After any clean up activity such as sweeping, mopping, or wiping counters.
   - After touching dirty dishes, equipment, or utensils
   - After handling trash
   - After handling money
   - After any time, the hands may become contaminated.

Washing Hands, continued

INSTRUCTIONS, continued:

8. Follow proper handwashing procedures as indicated below:
   - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
   - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
   - Dry hands and forearms thoroughly with single-use paper towels.
   - Dry hands using a warm air hand dryer.
   - Turn off water using paper towels.
   - Use paper towel to open door when exiting the restroom.
9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
   - Use hand antiseptics, also called hand sanitizers, only after hands have been properly washed and dried.
   - Use only hand sanitizers that comply with the *FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
   - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the school nutrition employees during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The Office of School Nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Washing Hands, continued

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** 10/31/24

Using and Calibrating Thermometers

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

SCOPE: This procedure applies to Office of School Nutrition employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train Office of School Nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
   - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
   - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
   - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily accessible to school nutrition employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

Using and Calibrating Thermometers, continued

MONITORING:

1. Office of School Nutrition employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
   - Insert the thermometer probe into a cup of crushed ice.
   - Add enough cold water to remove any air pockets that might remain. Allow to sit for 1 minute.
   - Allow the temperature reading to stabilize before reading temperature.
   - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
   - Immerse at least the first two inches of the probe into boiling water.
   - Allow the temperature reading to stabilize before reading temperature.
   - Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Office of School Nutrition employees will check the accuracy of the food thermometers:
   - At regular intervals (at least once per week, ideally daily)
   - If dropped
   - If used to measure extreme temperatures, such as in an
   - Whenever accuracy is in question

CORRECTIVE ACTION:

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

Using and Calibrating Thermometers, continued

VERIFICATION AND RECORD KEEPING:

Office of School Nutrition employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The school nutrition manager will verify that school nutrition employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The school nutrition manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carol Vill **BY:** 10/31/24

Ordering & Receiving Standard Operating Procedure

Purpose

- To confirm that Office of School Nutrition staff are properly purchasing and receiving orders according to this SOP.
- To prevent foodborne illness by ensuring that all items received are protected from contamination.

Scope

This procedure applies to any Office of School Nutrition staff who are responsible for purchasing and receiving orders.

Key Words

Contamination, Purchasing, Receiving, Instructions

Ordering & Receiving Standard Operating Procedure

1. This ensures staff orders are consistent district wide and not creating extra inventory.
2. Review orders and delivery information to ensure orders and contracts are being met and are in line with business needs.
3. Follow-up as necessary.

Purchasing

The Office of School Nutrition must

1. Purchase food only from suppliers who get their products from licensed reputable purveyors and manufacturers who adhere to good manufacturing practices.
2. Visit approved vendors to ensure that they maintain clean warehouses and operations.
3. Observe the delivery vehicles to ensure that they are clean, and temperature is maintained through refrigeration or time.
4. Use written specifications to ensure that the vendor knows what is ordered.
5. Request a written letter from all vendors indicating that they follow either a HACCP program or good manufacturing practices.
6. Create an order guide with specific items for each vendor for staff.

The Kitchen Manager will

1. Follow the order guide for purchasing ensuring they order for the correct delivery dates.
2. Order Dry and Frozen items according to Ordering Tool timelines.
3. Use the approved vendor and ordering format for all products not ordered from the Warehouse, including produce, milk, bread, tortillas & snacks.
4. Only order approved items as described on the menu, production records, and recipes in K-12 software.

Receiving

Office of School Nutrition staff receiving food must

1. Open boxes to check the temperature of the product and to ensure the product is in good quality.
2. Receive only one delivery at a time from approved suppliers.
3. Record the date received on the outside of each package and a use-by date if needed.
4. If the item is commodity label as such to help with inventory.

Ordering & Receiving Standard Operating Procedure, continued

5. Accept only pasteurized dairy products.
6. Reject potentially hazardous foods that are not at acceptable temperature and cans with swelled tops or bottoms, leakage, flawed seals, rust, or dents.
7. Evaluate quality of products by odor, sight, and touch. Reject unacceptable products. Products must meet specifications and quality requirements. If any foods are deemed unacceptable they should be rejected and put in a designated area for credit.
8. If any product, food, or non-food (e.g., chicken tenders, plates) is deemed to be of poor or excellent quality the Kitchen Manager will contact the Director with:
    a. Item, Item number and brand
    b. Lot number or Code number
    c. Commodity or Purchased
    d. Quantity
    e. Pictures

Receiving Frozen and Refrigerated Foods

1. Check temperature with a calibrated thermometer to assure that cold foods, especially potentially hazardous foods - Foods in which microorganisms can grow rapidly, often moist, high in protein, and/or have a neutral or slightly acidic pH - are below 41°F.
2. Check to make sure frozen food is solid and does not show evidence of thawing and refreezing.
3. Reject, except for fresh shell eggs (45°F), all foods that must be stored below 41°F and are delivered above 41°F.
4. If the time is known for when a product entered the danger zone and can safely return to 41°F or less within 4 hours, remove potentially hazardous foods from the temperature danger zone (41°F to 135°F) and place them in storage as quickly as possible. Foods that are placed back in storage must reach a safe temperature within 4 hours.
5. Check at random and record the temperature of three diverse types of food items immediately for each delivery. Record date, employee initials, vendor, product name, and temperature of these products in the receiving temperature log.
    a. Place foods in the proper storage area (cooler or freezer) quickly to avoid potential bacterial growth.
    b. Proper cooler temperatures are 41°F or below.
    c. Proper deep chill storage temperatures are 32°F or below.
    d. Proper freezer temperatures are 0°F or below.
    e. Proper dry storage temperatures are between 50°F and 70°F at 50 to 60 percent humidity.
6. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates.
7. Keep products in original packages until use.

Ordering & Receiving Standard Operating Procedure, continued

Receiving Dry Goods

1. Check dry goods for leaks, flaws, or broken packages. Dry goods must be dry, free of mold, and free of insects. If the packages are flawed, they must be rejected and put in a designated area for credit.
2. Inspect cans for leaks, dents, bulges, and other visible signs of damage. Notify a Kitchen manager if a damaged can is found.
3. Date boxes and cans with the receiving date.
4. Separate chemicals from foods.
5. Check the delivery invoice against the items delivered and the purchase order.
6. When damaged items are found, the Kitchen manager or designee will call the distributor so the product can be picked up and returned and a credit issued, or make similar arrangements with delivery personnel. Do not accept damaged items. Note on the invoice any items rejected or missing.

Dented Cans

1. Office of School Nutrition staff will inspect all cans upon product delivery and before use in the kitchen for dents on any of the seams along the can, dents that cause crimping in the metal, cans with rust, or cans that show signs of "puffing."
2. If any cans are found to be damaged, the Office of School Nutrition staff will email the Area Manager immediately with the following information from the case or can.
    a. Item, Item number, and brand
    b. Lot number or Code number
    c. Commodity or Purchased
    d. Quantity
    e. Pictures
3. The Kitchen Manager is responsible for emailing the Area Manager as soon as possible.
4. Remove all damaged cans from inventory and discard immediately. Damaged cans are not to be used in any food preparation and are not to be stored in any area of the kitchen.
5. Dented Can Forms will be reviewed weekly and processed monthly.

Note: Using a personal device (i.e., mobile phone) to take or send pictures of dented cans is voluntary. Any billing or charges incurred with the use of picture taking and/or sending is the sole responsibility of the individual using the device and not that of DPSCD or the Office of School Nutrition

Vendor Reporting:

The Director, Supervisor, or Kitchen Manager will

1. Assure that all foods come from approved vendors and sources.
2. Make sure trained staff is available to receive, inspect, and store food promptly.
3. Assure that no home-prepared foods are accepted or used.
4. Check receiving logs to ensure proper procedures are being followed.
5. Follow-up with staff, as necessary.
6. File HACCP records.

Ordering & Receiving Standard Operating Procedure, continued

Storage

Office of School Nutrition staff who receive and store food maintain the storage areas, including dry, refrigerated, and freezer storage, by following these steps:

1. Place foods into appropriate storage areas immediately upon receipt in the following order:
    a. Refrigerated foods: Store foods in designated refrigerators. If food products are stored together in a refrigerator, they must be placed on shelves in the order listed below:
        Top Shelf Prepared or Ready to Eat Foods
        Fish and seafood items
        Whole cuts of raw beef
        Whole cuts of raw pork
        Ground or processed meats
        Bottom Shelf Raw Poultry
        Ordering & Receiving Standard Operating Procedure | 5
    b. Frozen foods
    c. Dry foods
2. Keep all food items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
3. Store food out of direct sunlight.
4. Place chemicals and supplies in appropriate storage areas, away from food.
5. Rotate goods when placing them in storage by placing the new items behind the old items to ensure that the older items are used first (First In, First Out inventory rotation)
6. Make sure all dry goods are dated with the receiving date.
7. Store food in the original container if the container is clean, dry, and intact. If necessary, food is repackaged in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER to be put in chemical containers and vice versa.
8. Store potentially hazardous foods no more than 7 days below 41°F from date of preparation.
9. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Storeroom Sanitation

1. Maintain clean and uncluttered storage areas. Storage areas must be positioned to prevent contamination, away from ware washing areas and garbage rooms.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, report the instance in the Main office red book.

Ordering & Receiving Standard Operating Procedure, continued

Temperature Control

1. Check the temperature of all refrigerators, freezers, and dry storerooms at the beginning of each day.
    a. Refrigerator temperatures must be between 36°F and 41°F.
    b. Freezer temperatures should be between -10°F and 0°F.
    c. Dry storage temperatures must be between 50°F and 70°F.
2. Record temperatures on the appropriate temperature log and initial.
3. Take corrective actions if temperatures are out of the recommended range.
4. Do not overload refrigerated storage areas, as it prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and puts other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

Monitoring

1. Check logs and temperatures of storage rooms, freezers, and refrigerators.
2. Review logs to make sure there are no temperature deviations.
3. Document all corrective action taken on the appropriate forms.
4. File logs with HACCP records.

Corrective Action

1. Retrain any School Nutrition staff not following the procedures in this SOP.
2. Retrain School Nutrition staff to ensure they know how to place and receive orders.

Verification and Record Keeping

1. The Kitchen Manager will file completed weekly orders, delivery tickets and invoices.
2. These forms, paper or electronic, are to be kept on file for a minimum of 3 years.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carol Hill **BY:** 10/31/24

Storing and Using Poisonous or Toxic Chemicals

PURPOSE: To prevent foodborne illness by chemical contamination.

SCOPE: This procedure applies to school nutrition employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Contamination, Safety Data Sheet

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Designate a location for storing the Safety Data Sheets (SDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the SDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the state or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *FDA Food Code.* Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *FDA Food Code.*
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

Storing and Using Poisonous or Toxic Chemicals, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. School nutrition employees will record the name of the contaminated food, date, time, and the reason the food was discarded on the Damaged and Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of one year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Cal Will **BY:** 10/31/24

Washing Fruits and Vegetables

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

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

KEY WORDS: Fruits, Vegetables, Cross Contamination, Washing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands using the proper procedure.
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
5. Follow manufacturer's instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
   - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *FDA Food Code.* Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within seven days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

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

Washing Fruits and Vegetables, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** 10/21/24

Cooking Time/Temperature Control for Safety Foods

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

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

KEY WORDS: Cross Contamination, Temperatures, Cooking, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If state or local health department requirements are based on the *FDA Food Code*, cook products to the following temperatures:
   - 135 °F for 15 seconds
     - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box
   - 145 °F for 15 seconds
     - Seafood, beef roast, and pork roast
     - Eggs cooked to order that are placed onto a plate and immediately served
   - 155 °F for 15 seconds
     - Ground products containing beef, pork, or fish
     - Fish nuggets or sticks
     - Eggs held on a steam table
     - Cubed or Salisbury steaks
   - 165 °F for 15 seconds
     - Poultry
     - Stuffed fish, pork, or beef
     - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)

Cooking Time/Temperature Control for Safety Foods, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

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

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Wilson **BY:** 10/31/24

Menu and Nutritional Regulation Compliance

PURPOSE: To ensure that all nutritional regulations are routinely adhered to, and all meal components are served in the proper quantities while meeting or exceeding vegetable subgroup requirements

SCOPE: This procedure applies to school nutrition employees who prepare food.

KEY WORDS: Nutrition, Regulations, Vegetable Subgroups, Meal Components, Reimbursable Meals

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Food Buying Guide, NSLP nutritional regulations, and District Lunch Menus
2. Follow state or local health department requirements.
3. Prepare all foods in the quantities listed on the menu for the associated school.
4. If substitutions are necessary, they must be verified by either the area manager, dietician, a district chef, or a food service director.
5. Any vegetable substitutions must be within the same vegetable subgroup for the same day. e.g. Steamed carrots can be substituted for sweet potatoes, but not for steamed broccoli. If a suitable replacement is not available, the kitchen manager must make every effort to source a suitable replacement up to and including contacting other schools, area managers, chefs, and directors.
6. In the rare occasion a suitable replacement cannot be sourced, the menu must be altered later in the week to bring the weekly nutrient/ subgroup levels in line with state and federal regulations.
7. ALL substitutions must be documented on the daily production record.

MONITORING:

1. Daily recording of production records.
2. Auditing of Production records by area managers and office staff

Menu and Nutritional Regulation Compliance, continued

CORRECTIVE ACTIONS:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Review menu quantities and Vegetable Subgroups
3. Review ordering and storage SOPs
4. If suitable substitutes are available substitutions are to be made immediately.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your state agency. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Hill **BY:** 10/31/24

Controlling Time and Temperature During Preparation

PURPOSE: To prevent foodborne illness by limiting the amount of time that time/temperature control for safety foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to school nutrition employees who prepare food.

KEY WORDS: Cross Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

8. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
9. Follow state or local health department requirements.
10. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
11. Use clean and sanitized equipment and utensils while preparing food.
12. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross Contamination During Storage and Preparation SOP.
13. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
14. Prepare foods as close to serving times as the menu will allow.
15. Prepare food in small batches.
16. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
17. If time/temperature control for safety foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Foods SOP.

MONITORING:

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

Controlling Time and Temperature During Preparation, continued

CORRECTIVE ACTIONS:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The school nutrition manager will verify that school nutrition employees are taking the required temperatures and following the proper preparation procedure by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your state agency. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Will **BY:** 10/31/24

Transporting Food to Remote Sites (Satellite Kitchens)

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

SCOPE: This procedure applies to school nutrition employees who transport food from a central kitchen to remote sites (satellite kitchens).

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*:
   - Keep frozen foods frozen during transportation.
   - Maintain the temperature of refrigerated, time/temperature control for safety foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. Prepare the food carrier before use:
   - Ensure that all surfaces of the food carrier are clean.
   - Wash, rinse, and sanitize the interior surfaces.
   - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °F or above.
   - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
   - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. Store food in containers suitable for transportation. Containers should be:
   - Rigid and sectioned so that foods do not mix
   - Tightly closed to retain the proper food temperature
   - Nonporous to avoid leakage
   - Easy-to-clean or disposable
   - Approved to hold food

Transporting Food to Remote Sites (Satellite Kitchens), continued

INSTRUCTIONS, continued:

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Follow Receiving Deliveries SOP when food arrives at remote site.

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Time/Temperature Control for Safety Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Time/Temperature Control for Safety Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

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

Transporting Food to Remote Sites (Satellite Kitchens), continued

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: [signature] **BY:** 10/31/24

Hot and Cold Holding for Time/Temperature Control for Safety Foods

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are held under the proper temperature.

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

KEY WORDS: Cross Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. If state or local health department requirements are based on the *FDA Food Code*:
   - Hold hot foods at 135 °F or above
   - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
   - Verify that the air/water temperature of any unit is at 135 °F or above before use.
   - Reheat foods in accordance with the Reheating for Hot Holding SOP.
   - All hot time/temperature control for safety foods should be 135 °F or above before placing the food out for display or service.
   - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

Hot and Cold Holding for Time/Temperature Control for Safety Foods, continued

MONITORING, continued:

5. For cold foods held for service:
   - Verify that the air/water temperature of any unit is at 41 °F or below before use.
   - Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety Foods SOP.
   - All cold time/temperature control for safety foods should be 41 °F or below before placing the food out for display or service.
   - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
   - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
   - Chill food in accordance with the Cooling Time/Temperature Control for Safety Foods SOP if the food is not 41 °F or below.
   - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

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

Hot and Cold Holding for Time/Temperature Control for Safety Foods, continued

CORRECTIVE ACTION, continued:

4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated school nutrition employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The school nutrition manager will verify that school nutrition employees have taken the required holding temperatures by visually monitoring school nutrition employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Hill **BY:** 10/31/24

Using Suitable Utensils When Handling Ready-to-Eat Foods

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

SCOPE: This procedure applies to school nutrition employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross Contamination

INSTRUCTIONS:

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

MONITORING:

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

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

The school nutrition manager will verify that school nutrition workers are using suitable utensils by visually monitoring school nutrition employees during all hours of operation. The school nutrition manager will complete the Food Safety Checklist daily. The designated school nutrition employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** 10/31/24

Cooling Time/Temperature Control for Safety Foods

PURPOSE: To prevent foodborne illness by ensuring that all time/temperature control for safety foods are cooled properly.

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

KEY WORDS: Cross Contamination, Temperatures, Cooling, Holding, Time/Temperature Control for Safety Foods, TCS Foods

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow state or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
   - Place food in shallow containers no more than 2 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
   - Use a quick-chill unit such as a blast chiller.
   - Stir the food in a container placed in an ice water bath.
   - Add ice as an ingredient.
   - Separate food into smaller or thinner portions.
   - Pre-chill ingredients and containers used for making bulk items such as salads.
6. If state or local requirements are based on the *FDA Food Code*, chill cooked, hot food from:
   - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
   - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6-hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

Cooling Time/Temperature Control for Safety Foods, continued

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures and corrective actions taken on the Cooling Temperature Log. School nutrition employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The school nutrition manager will verify that school nutrition employees are cooling food properly by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Wilt **BY:** 10/31/24

Point of Sale Standard Operating Procedure

Purpose

To ensure the accurate counting of lunch meals served under the NSLP.

Scope

This procedure applies to Office of School Nutrition staff who serve and count reimbursable meals during the
school lunch service period.

Key Words

School Lunch, Meal Counts, and Claims

Instructions

1. Train Office of School Nutrition staff on using the procedures in this SOP.
2. Turn on the POS machine and log in.
3. Test all pin pads to make sure they are working.
4. Sanitize pin pads and POS surfaces as needed.
5. Set up the service line so that there is one single point of entry into the line for all students.
6. Let each student choose a reimbursable meal.
7. A Office of School Nutrition employee should be stationed at the end of the serving line after the salad
bar and milk cooler at the POS station.
8. The Office of School Nutrition employee that is running the POS must make sure the student takes a
fully reimbursable meal.
    a. If a student does not have a fully reimbursable meal the Office of School Nutrition employee must have them pick an item from the salad bar to make it fully reimbursable or send them back into the service line.
9. Students will enter in their numbers or swipe their card using the pin pad.
    a. It is an industry best practice to have a paper roster or a binder of students' cards in case:
        i. They forget their number.
        ii. They forget or lose their card.
10. If doing Bulk Entry at the end of service use a tally sheet or counter to keep track of student meals.
    a. Enter bulk number at end of service.
11. At the end of service, the Office of School Nutrition employee will shut down the POS as per machine
instructions saving the transactions.
12. If money was exchanged, refer to your district's policies for bank deposits.

Point of Sale Standard Operating Procedure, continued

Monitoring

1. Kitchen managers will train all staff in this procedure at least twice per year.
2. Kitchen managers will ensure that all Food Service employees are adhering to these guidelines by checking the accuracy of daily meal sales.

Corrective Action

1. Retrain any Office of School Nutrition employee found not following the procedures in this SOP.

Verification and Record Keeping

- The Kitchen managers will verify that Office of School Nutrition staff are assigned to maintain the POS

during all service times.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** 10/31/24

Production Record Standard Operating Procedure

Purpose

To confirm that Office of School Nutrition staff are properly filling out daily production records.

Scope

This procedure applies to any Office of School Nutrition staff who are responsible for filling out daily production records.

Key Words

Daily Production Records

Instructions

1. Train Office of School Nutrition staff on using the procedures in this SOP.
2. Follow State or Federal requirements.
3. Fill out production records daily.
    a. If using a paper production record, print out as soon as your workday begins or multiple copies before your week begins. Fill the correct column out by putting in:
        i. The total number of servings of items prepared.
        ii. The total number of servings left over.
            1. Total servings prepared minus servings leftover will help give you the total number of students served if using Bulk Entry into the POS system. It will also help know how many servings you may want to prepare the next menu cycle.
        iii. Record what happens to leftovers by choosing a column of: use next day, freeze, dispose of, or used as seconds.
4. If using K-12 software, go to production records and choose the correct production record by date.
    a. Fill the correct column out by putting in:
        i. The total number of servings of items prepared.
        ii. The total number of servings sold.
            1. This can either be found in an items sold/charged report or by subtracting your leftovers from prepared servings.
        iii. The total number of servings leftover should be automatically tallied by your K-12 software by entering the items prepared and sold.
            1. If not, take your total prepared servings minus items served to get the number of leftovers.
        iv. Record what happens to leftovers by choosing a column of: use next day, freeze, dispose of, or used as seconds.

Monitoring

1. Monitor and record the temperatures of all foods on their appropriate logs.
2. Monitor and record the total number of servings prepared per food item.
3. Monitor and record the total number of servings left over per food item.

Production Record Standard Operating Procedure, continued

Corrective Action

1. Retrain any Office of School Nutrition staff found not following the procedures in this SOP.
2. Retrain Office of School Nutrition staff to ensure they know how to fill out production records.
3. Follow up with Food Service staff.

Verification and Record Keeping

- The Supervisor or Director will verify that Office of School Nutrition staff are assigned to maintain
Production Records.
- Daily Production Records during all hours of operation. Office of School Nutrition staff will record temperatures of prepared/served and unused food servings and document them on the daily production record.
- This form, paper or electronic, is to be kept on file for a minimum of 3 years.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Hill **BY:** 10/31/24

Cleaning and Sanitizing Food Contact Surfaces

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

SCOPE: This procedure applies to school nutrition employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
   - Before each use.
   - Between uses when preparing distinct types of raw animal foods, such as eggs, fish, meat, and poultry.
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   - Any time contamination occurs or is suspected.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
   - Wash surface with detergent solution.
   - Rinse surface with clean water.
   - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
   - Place wet items in a manner to allow air drying.
6. If a 3-compartment sink is used, setup and use the sink in the following manner:
   - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
   - In the second compartment, rinse with clean water.
   - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.

Cleaning and Sanitizing Food Contact Surfaces, continued

INSTRUCTIONS, continued:

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

MONITORING:

School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, daily:
   - Visually monitor that the water in each compartment is clean.
   - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
   - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
   - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, daily:
   - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
   - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
   - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dish machine.
   - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

Cleaning and Sanitizing Food Contact Surfaces, continued

CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
   - Drain and refill compartments periodically and as needed to keep the water clean.
   - Adjust the water temperature by adding hot water until the desired temperature is reached.
   - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
   - Drain and refill the machine periodically and as needed to keep the water clean.
   - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
   - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
   - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The school nutrition manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

Cleaning and Sanitizing Food Contact Surfaces, continued

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: Carl Wilt **BY:** 10/31/24

Managing a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
   - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
   - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
7. Do not destroy any USDA Foods without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or state or local health department.
8. Inform the school district's public relations coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

School nutrition employees and school nutrition manager will visually observe that school sites have segregated and secured all recalled products.

Managing a Food Recall, continued

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING

School nutrition employees will record the name of the contaminated food, date, time, and the reason the food was discarded on the Damaged or Discarded Product Log. The school nutrition manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** 10/31/24

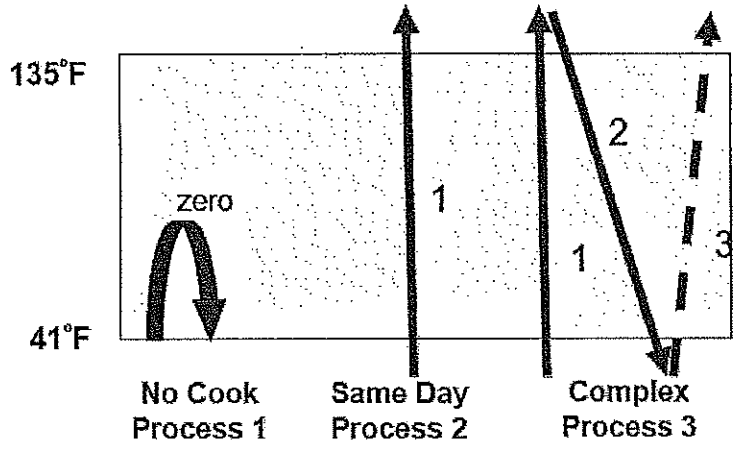
SECTION 2: Categorizing Menu Items

Explain when and how time/temperature control for safety menu items are categorized as Process 1, Process 2, or Process 3 foods. Explain that non-time/temperature control for safety foods are considered "Other" foods and handled with basic Standard Operating Procedures.

If a cycle menu is used, the Food Service Director or a management team may determine the appropriate process category for each time/temperature control for safety menu item. When new time/temperature control for safety food items are added to the cycle menu, specify who is responsible for assigning a process category to the new item. If the menu varies, explain how the process categories will be assigned and who will be responsible for doing it. For example, will the menu planner be responsible, will lists be sent to each site, or will menu items in each process category be listed on the control measure flow charts in each kitchen?

The food service manager or other designated employee will ensure that all school nutrition program staff understand the process approach to HACCP, the menu item categories, and the necessary control measures for each category.

- All food service staff will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Training for employees will be provided on an annual basis.



Based on **Complete** Trips Through the Temperature Danger Zone

Categorizing Menu Items, continued

Process 1 (No Cook)	**Process 2** (Cook and Serve Same Day)	**Process 3** (Complex Food Preparation)

SECTION 3: Identifying Control Measures

Process 1 – No Cook

***** Keep Food Below 41°F *****

Critical Control Point(s):

- Holding Cold Time/Temperature Control for Safety Foods – critical limit is 41°F or below

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Washing Fresh Fruits and Vegetables (10)
- Controlling Time and Temperature During Preparation (11)
- Holding (Hot and) Cold Time/Temperature Control for Safety Foods (13)
- Using Time Alone as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods (14)
- Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods (15)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)
- Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control (21)
- Preparation of Foods with Potential to Cause Allergic Reactions (22)
- Returned Food and Re-service of Food/Share Tables (23)
- Body Fluids Cleanup (24)
- Viral Pandemic Responses (25)

Process 2 – Cook and Serve the Same Day

*****Cook to Correct Temperature. Hold and serve at 135° F or above *****

Critical Control Point(s):

- Cooking Time/Temperature Control for Safety Food (12)
- Holding Hot Time/Temperature Control for Safety Foods (13)
- See MDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Michigan Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Cooking Time/Temperature Control for Safety Foods (12)
- Holding Hot and Cold Time/Temperature Control for Safety Foods (13)
- Using Time as a Public Health Control to Limit Bacteria Growth in Time/Temperature Control for Safety Foods (14)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)
- Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control (21)
- Preparation of Foods with Potential to Cause Allergic Reactions (22)
- Body Fluids Cleanup (24)
- Viral Pandemic Responses (25)

Process 3 – Cook, Cool, Reheat, Serve (Complex)

*****Limit Time in the Danger Zone (41 – 135 degrees F) *****

Critical Control Point(s):

- Cooking Time/Temperature Control for Safety Food (12)
- Cooling Time/Temperature Control for Safety Foods (19)
- Reheating Time/Temperature Control for Safety Food (20)
- Holding Hot Time/Temperature Control for Safety Foods (13)
- See MDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Michigan Food Code.

Standard Operating Procedures:

- Washing Hands (1)
- Using Suitable Utensils When Handling Ready-to-Eat Foods (2)
- Personal Hygiene (3)
- Storing and Using Poisonous or Toxic Chemicals (4)
- Using and Calibrating a Food Thermometer (5)
- Preventing Cross-Contamination During Storage and Preparation (6)
- Cleaning and Sanitizing Food Contact Surfaces (7)
- Receiving Deliveries (8)
- Handling a Food Recall (9)
- Controlling Time and Temperature During Preparation (11)
- Cooking Time/Temperature Control for Safety Foods (12)
- Holding Hot and Cold Time/Temperature Control for Safety Foods (13)
- Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods (15)
- Transporting Food to Remote Sites (Satellite Kitchens) (if applicable) (16)
- Serving Food (17)
- Preventing Cross-Contamination at Food Bars (if applicable) (18)
- Cooling Time/Temperature Control for Safety Foods (19)
- Reheating Time/Temperature Control for Safety Foods (20)
- Preparation of Foods with Potential to Cause Allergic Reactions (22)
- Body Fluids Cleanup (24)
- Viral Pandemic Responses (25)

PROCESS 1

No Cook

ALL

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

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

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

COLD HOLD

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

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 2

Cook & Serve Same Day

ALL

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

RECEIVE

Receiving Deliveries

STORE

Preventing Cross Contamination During Storage (and Preparation)

PREPARE

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

COOK

CCP: Cook to Minimum Internal Temperatures.
Check & Record Temperatures.

HOT HOLD

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

SERVE

Serving Food, Preventing Cross-Contamination at Food Bars

PROCESS 3

Cook, Cool, Reheat, Serve (Complex)

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

RECEIVE
Receiving Deliveries

STORE
Preventing Cross Contamination During Storage (and Preparation)

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

COOK
CCP: Cook to Minimum Internal Temperatures. Check & Record Temperatures

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

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

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

SERVE
Serving Food, Preventing Cross-Contamination at Food Bars

Internal Temperatures for Cooked Time and Temperature Control for Safety (TCS) Foods

Minimum Suggested Internal Temperatures According to USDA

Leftovers; casseroles; stuffed meats, fish, and pastas; microwaved items	165° F
Poultry (breasts, legs, wings, ground)	165° F
Ground meats (beef, pork, veal, lamb, game animals)	155° F
Ham, bacon, and other tenderized/injected meats	155° F
Flaked or ground fish (sticks, nuggets)	155° F
Egg dishes (cooked for later service)	155° F
Intact roasts (beef, pork, veal, lamb, commercially-raised game animals)	145° F
Fish and foods containing fish	145° F
Plant foods, including fruits and vegetables (cooked for hot holding)	135° F

SECTION 4: Monitoring

Supervisor Responsibilities:

- The supervisor for each site will be responsible for ensuring assigned food service staff are properly monitoring control measures and Critical Control Points (CCPs) at the required frequency and are documenting required records.
- The supervisor will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
- Although monitoring is an ongoing activity, a formal monitoring checklist has been developed and must be completed on a monthly basis. The checklist is included on the following page.

Food Service Staff Responsibilities:

- Food service staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Food service staff is responsible for monitoring control points as defined in the standard operating procedures (SOPs).

MONTHLY FOOD SAFETY CHECKLIST

Directions: Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____ Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform or clean outer clothing, including proper shoes.	☐	☐		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	☐	☐	
Effective hair covering is properly worn.	☐	☐		Disposable tissues are used and disposed of when coughing/blowing nose.	☐	☐	
Fingernails are short, unpolished, and clean.	☐	☐		Employees take appropriate action when coughing or sneezing.	☐	☐	
Jewelry is limited to simple secured earrings and plain ring.	☐	☐		Single-use food gloves worn when handling ready to eat foods with the hands.	☐	☐	
Single-use food gloves are changed at critical points.	☐	☐		Hands are washed thoroughly using proper hand washing procedures at critical points.	☐	☐	
Open sores, cuts, or splints and bandages on hands are completely covered with a single-use food glove while handling food and touching food-contact surfaces.	☐	☐		Employees do not use tobacco products on any school properties.	☐	☐	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Dry storage temperature is between 50° F and 70° F (recommended).	☐	☐		There are no bulging or leaking canned goods in storage.	☐	☐	
All food and paper supplies are 6 inches off floor (required).	☐	☐		Food is protected from contamination.	☐	☐	
All food is labeled with delivery date or delivery sticker for rotation purposes.	☐	☐		All surfaces and floors are clean.	☐	☐	
The FIFO (first in, first out) method of inventory is being practiced.	☐	☐		Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons).	☐	☐	
Open bags of food are stored in containers with tight fitting lids and labeled.	☐	☐					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment.	☐	☐		Loading dock and area around dumpster are clean and odor free.	☐	☐	
Food slicer is broken down, cleaned, and sanitized before and after use.	☐	☐		Exhaust hood and filters are clean.	☐	☐	
Boxes, containers, and recyclables are removed from site.	☐	☐					

Refrigerator, Freezer, and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate.	☐	☐		Proper chilling procedures are used.	☐	☐	
Temperature is appropriate for pieces of equipment.	☐	☐		All food is properly wrapped, labeled, and dated.	☐	☐	
Food is stored 6 inches off floor in walk-ins.	☐	☐		The FIFO method of inventory is used.	☐	☐	
Units are clean and neat.	☐	☐		Air temperature of all refrigerators and freezers is monitored and documented daily.	☐	☐	
Temperature of cold time/temperature control for safety foods being held is at or below 41°F.	☐	☐					

MONTHLY FOOD SAFETY CHECKLIST, continued

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly.	☐	☐		Food is tasted using the proper procedure.	☐	☐	
All food stored or prepared in facility is from approved sources.	☐	☐		Hot holding units are not used to reheat time/temperature control for safety foods.	☐	☐	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	☐	☐		Food is cooked to the required safe internal temperature for the appropriate time and tested with a calibrated food thermometer.	☐	☐	
Food is handled with suitable utensils, such as single use gloves or tongs.	☐	☐		Clean, reusable towels are used only for cleaning and sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	☐	☐	
Food is prepared in small batches to limit the time it is in the temperature danger zone.	☐	☐					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses.	☐	☐		Thermometers are cleaned and sanitized after each use.	☐	☐	
Small equipment and utensils are air-dried.	☐	☐		Thermometers are calibrated every 2 weeks.	☐	☐	
Work surfaces are clean to sight and touch.	☐	☐		Can opener is clean to sight and touch.	☐	☐	
Work surfaces are cleaned and sanitized between uses.	☐	☐		Drawers and racks are clean.	☐	☐	
Small equipment is inverted, covered, or otherwise protected from contamination when stored.	☐	☐		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	☐	☐	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean.	☐	☐		Temperature of hot time/temperature control for safety food being held is at or above 135° F.	☐	☐	
Food is heated to the required safe internal temperature before placing in hot holding.	☐	☐		Food is protected from contamination.	☐	☐	
Hot holding units are not used to reheat time/temperature control for safety foods.	☐	☐		Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing.	☐	☐		Chemical sanitizer is mixed correctly, and sanitizer strip is used to test chemical concentration.	☐	☐	
Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels).	☐	☐		Water is clean and free of grease and food particles.	☐	☐	
Water temperatures are correct for wash and rinse.	☐	☐		Smallware and utensils are allowed to air dry.	☐	☐	
If heat sanitizing is used, the utensils are allowed to remain immersed in 171° F water for 30 seconds.	☐	☐		Wiping cloths are stored in sanitizing solution while in use.	☐	☐	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Inside waste receptacles shall be durable, cleanable, insect/rodent resistant, leakproof, and nonabsorbent and kept covered when not in continuous use.	☐	☐		Boxes and containers are removed from site.	☐	☐	
Inside kitchen garbage cans are emptied as necessary and kept clean.	☐	☐		Outside loading dock and area around outside dumpster/trash receptacles/recyclables are clean.	☐	☐	
Outside trash receptacles are constructed to have cover/lids and are kept closed.	☐	☐					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device.	☐	☐		There is a regular schedule of pest control by licensed pest control operator.	☐	☐	
Pests are eliminated by eliminating harborage conditions (what they need to survive).	☐	☐		No evidence of pests is present.	☐	☐	

SECTION 5: Corrective Actions

Determining Corrective Actions:

- The food service director or manager (i.e. the person responsible for food service management and operations for this sponsor), is responsible for developing predetermined corrective actions for the most common deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are listed on the following pages.
- Corrective actions are also outlined in the SOPs.
- The food service director or manager will review and update all corrective actions at least annually.

Training:

- In addition to the corrective actions outlined on the following table and in the SOPs, food service staff will be trained on a continuous basis to take corrective actions when necessary.

Documenting Corrective Actions:

- Food service staff will be responsible for documenting any non-routine corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs. In most cases, these will be written directly on the recording form for the temperature in question, either in a separate column or on the back of the form.

Corrective Actions for Critical Control Points on Time/Temperature Control for Safety (TCS) Foods

Critical Control Point (CCPs)	Situation	Corrective Actions
Cooking	If a TCS food does not reach the required minimum internal temperature for that type of food…	• Continue cooking. • Properly thaw in advance. • Retest with calibrated thermometer. • Check oven temperature.
Reheating	If a TCS food is not reheated to 165°F within 2 hours…	• Discard the food.
Cooling – Stage One	If a TCS food is above 70°F and it is more than 2 hours into the cooling process…	• Discard the food.
Cooling – Stage Two	If a TCS food is above 41°F and it is more than 6 hours into the cooling process…	• Discard the food.
Hot Holding	If a hot TCS food dips below 135°F…	• Retest with calibrated thermometer. • Reheat to 165°F. • Check hot holding equipment.
Cold Holding	If a cold TCS food rises above 41°F…	• Retest with calibrated thermometer. • Chill to 41°F or below. • Check cold holding equipment.

SECTION 6: Recordkeeping

Staff Responsibility:

- All food service staff will be held responsible for recordkeeping duties as assigned. Overall, Yuwana Trice, Assistant Director of Compliance, will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- All active logs will be kept in the kitchen for ease of use.
- All forms/logs will be replaced as needed and multiple employees will know where to find blank replacement forms.
- All completed logs and forms will be filed *1601 Farnsworth St., Detroit, MI 48211.*

Training:

- The *food and safety coordinator* is responsible for educating all food service personnel on the use and importance of recording critical information.

Maintenance of Records:

- All records will be maintained for at least two years and/or until a representative of The USDA or Michigan Department of Education gives permission for the records to be discarded.

Documentation (Records)	Documentation Schedule
Food Production Records	
Production Record filled out in Titan	Daily
Damaged or Discarded Product Log	As necessary
Cooling Temperature Log	As necessary to show proof that cooling procedures were tested for thick foods, thin foods, and textured foods
Equipment Records	
Food Transport Sheet	Each Delivery to Satellites
Daily Refrigerator / Freezer Temperature Log	Daily
Dry Storage Room Temperature Log	As necessary (optional)
Thermometer Calibration Log	Every 2 Weeks
Sanitizer Test Strip Log	Recommended Daily (optional)
Review Records	
Food Safety Checklist	Monthly
Review & Revise the HACCP Food Safety Plan	Annually
Training Logs	
Food Safety Training Plan and Record (MDE's)	On-going
Corrective Action Records	As necessary

Damaged or Discarded Product Log

Instructions: Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of two years and until given permission to discard it.

Date	Product Name / Brand / Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials

Supervisory Employee's Initials and Date: _____

SECTION 7: Review of HACCP Food Safety System and Plan

Review the site's food safety system annually using the Worksheet to Review and Revise the HACCP Food Safety Plan. Complete and file in Section 7 of the HACCP Food Safety Plan.

Worksheet to Review and Revise the HACCP Food Safety Plan

Date of review: _____

Name and title of person responsible for review and revisions: _____

1. **Have there been changes in:**

   Menu items ☐ Equipment ☐ Michigan Food Code ☐ Vendors ☐ Operating Procedures ☐
   No Changes ☐ If No Changes, go to Question 2.

   Has the HACCP Food Safety Plan been modified to reflect these changes?
   Yes ☐ No ☐ If no, modify plan before continuing review. Date modified _____

2. **Are Standard Operating Procedures (SOPs) accurate and current for your operational procedures?**
   Yes ☐ No ☐ If no, update SOPs (cross out or re-write as needed). Date modified _____

3. **Are the lists of foods in Processes 1, 2, and 3 accurate and current?**
   Yes ☐ No ☐ If no, update Process Charts. Date updated _____

4. **Are Critical Control Points-CCPs and Critical Limits-CLs correctly identified and appropriate to control each hazard to ensure safe food?**
   Yes ☐ No ☐ If no, update Control Measures. Date updated _____

5. **Are effective Monitoring Procedures being used?**
   Yes ☐ No ☐ If no, initiate/update monitoring procedures. Date completed _____

6. **Are appropriate Corrective Actions taken to ensure foods are purchased, received, stored, prepared, held, and served safely?**
   Yes ☐ No ☐ If no, update corrective action plan. Date updated _____

7. **Does the existing Record Keeping System provide adequate documentation that SOPs and CCPs are met and corrective actions are taken when needed?**
   Yes ☐ No ☐ If no, update record keeping procedures. Date updated _____

8. **Who is responsible for verifying that the required records and logs are being completed accurately and properly maintained?**
   Name(s) _____
   If no one is identified, identify who is responsible: _____

9. **Do managers and staff demonstrate knowledge of the HACCP Food Safety Plan?**
   Yes ☐ No ☐ If no, complete HACCP Training. Date completed _____
   If yes, Review of HACCP Food Safety Plan is complete.

10. **Changes made to the HACCP Food Safety Plan were conveyed to all school nutrition employees on _____.**

Food Safety Training Plan and Record

INSTRUCTIONS:

- List all employees and complete food safety training information for each person or keep food safety training records in KN-CLAIM.
- "Job Group 1" includes school food service directors, supervisors, coordinators, managers, and head cooks.
- "Job Group 2" includes all other employees.
- For each employee, circle or highlight the abbreviated name of the class completed:
  Food Safety Basics = FSB; Food Safety in Schools = FSIS; ServSafe = SRV, Locally developed class = LDC
- Retain this record (or keep records in KN-CLAIM) and a copy of individual class completion certificates on file for review or audit.
- Make additional copies of this form if you have more than 20 employees.

No.	Employee Name	Job Group 1 or 2	Date Hired Mo./Yr.	Date Termi-nated Mo./Yr.	Date Training Must Be Completed Mo./Yr.	Training Completed: Circle or Highlight Class Name Abbreviation	Training Completed: Class Date Mo./Yr.
1.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
2.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
3.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
4.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
5.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
6.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
7.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
8.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
9.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
10.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
11.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
12.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
13.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
14.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
15.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
16.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
17.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
18.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
19.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	
20.						FSB ☐ FSIS ☐ SRV ☐ LDC ☐	

Breakfast in the Classroom/ at the Door Procedures

The Food Service staff will deliver breakfast to the classroom at the scheduled delivery time. A CEP check-off sheet will also be provided for each classroom. Alternatively, staff will have breakfast stations set up at designated entry doors. Meals will be recorded on a CEP check-off sheet by food service staff.

All school foodservice staff who prepare and/or pack breakfast for service in classroom or at door will:

1. Follow standard operating procedures established in the food safety plan for personal hygiene.
2. Prepare and pack breakfast according to the order and make necessary modifications for anticipated changes in the counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left between 41° F and 135° F which includes:
    a. Keeping cold items under refrigeration until time of transport to classrooms.
    b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All school food service staff receiving returned food items and transporters will:

1. Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
2. Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
3. Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
4. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.

Store utensils, transporters, pans and other items to minimize contamination.

What is a Reimbursable Breakfast?

The teacher is responsible for monitoring that each student chooses a "reimbursable" breakfast.

- A reimbursable breakfast consists of at least 3 items, one of which **MUST** be a fruit (juice or whole fruit).
- Only breakfasts that meet the 3-item minimum will be reimbursed through the School Breakfast Program.
- Students must take a full, reimbursable breakfast; they should not take individual items.
- If you do not have enough of a certain item for the number of students wanting breakfast, contact your Food Service staff immediately.

Examples of a Reimbursable Breakfast:

Breakfast Entrée + Juice + Milk
Breakfast Entrée + Juice + Fruit
Breakfast Entrée + Milk + Fruit
Breakfast Entrée + Milk + Fruit + Juice

Examples of a NON - Reimbursable Breakfast:

Breakfast Entrée only (no fruit and only 1 item)
Juice + Milk (only 2 items)
Breakfast Entrée + Juice (only 2 items)
Juice or Milk only (only 1 item and must have fruit)

Counting Reimbursable Meals

- Breakfast meals are provided for all students in the classroom.
- Check off students after they have received their complete, reimbursable meal by putting a slash through each number.
- **Note:** It is important to count the meals at the Point of Service, which is when a student selects their meal, to ensure an accurate total.

Student Involvement

- Encourage student participation with breakfast.
- Teach students the items necessary for a healthy, reimbursable breakfast.
- Ask that students to dispose of their trash in trash cans designated for that classroom.
- Students can volunteer or be assigned jobs to help with wiping desks, removing trash, and placing food bins in the hall.

Leftover Food

- Any student may decline to participate in the School Breakfast Program.
- Program regulations may differ regarding leftover foods – please discuss with Food Service staff.
- Any food items that need to be kept hot or cold must be returned to the Food Service staff after meal service.
- Perishable items may not be saved for consumption at a later time due to food safety and sanitation regulations.
- If you are seeing an excessive waste issue in your school/classroom, please contact your Food Service staff.

How to Count a Reimbursable Meal

- Check off sheets are prepared by the Food Service staff and will be provided daily.
- Put a slash through each number as each student takes a reimbursable meal.
- CEP sheets will be collected after the meal service by the Food Service staff.

Signature _____ Date: 10/31/24

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Office of School Nutrition

Support Services Complex, Building C • 1601 Farnsworth • Detroit, MI 48211
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Refrigeration/Freezer Temperature Log

Month_____ Year_____ Name of Unit_____

Instructions: A designated school nutrition employee will record the following information on this log. Maintain this log for a minimum of one year. If freezer temperature exceeds 0° F or refrigeration exceeds 41° F, contact maintenance for repairs.

Date	Time AM	Temp	Initials	Time PM	Temp	Initials	Corrective Action Taken
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Students Rise. We all Rise.

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Cleaning and Sanitizing Log

Instructions: Record time, temperatures/sanitizer concentration, as appropriate and any corrective active taken on this form. The school nutrition manager will verify that food workers have taken the required information by visually monitoring school nutrition employees and preparation procedures during the shift and by reviewing, initialing, and dating this log daily. Maintain this log for a minimum of one year.

Date	Time	Sanitizer Concentration (in ppm)	Initials	Corrective Action Taken
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Students Rise. We all Rise.

Thermometer Calibration Log

Instructions: Check and calibrate all bi-metallic stemmed (instant-read) and probe thermometers in this facility every two weeks and any time a food thermometer is dropped or bumped. Food service employees should record some common way to identify each food thermometer (a cook's name, the location in which each thermometer is kept, a number written on each thermometer case, etc.), the date of calibration, the temperature prior to calibration, and their initials. A supervisory employee should verify that food service employees have calibrated all food thermometers as scheduled by visually monitoring food service employees and by reviewing, initialing, and dating a random sample of these logs. Maintain this log for a minimum of two years and/or until given permission to discard it. If corrective action is required, explain the action taken in the last column.

Number of Food Thermometers in Facility: _____

Identification of Food Thermometer	**Date** (of Calibration)	**Temperature When Checked**	**Calibrated By** (Food Service Worker's Initials)	**Corrective Action**

Supervisory Employee's Initials and Date: _____

Dry Storage Room Temperature Log
(optional or if problems occur that require tracking)

Instructions: Use this log to record the temperature in all dry storage areas used to store food. The ideal temperature is between 50°F and 70°F. A designated food service employee should record the date, temperature (as seen on a hanging thermometer), and their initials on the log. A supervisory employee should verify that food service employees have taken the temperatures by reviewing, initialing, and dating this log. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, describe the action taken in the last column.

Location/Unit Description: _____

Date	Temperature	Food Service Worker's Initials	Corrective Action

Supervisory Employee's Initials and Date: _____