

## Assembling a Body Fluid Cleanup Kit (Sample SOP)

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

**SCOPE:** This procedure applies to school nutrition employees involved assembling a body fluid cleanup kit to use for a body fluid cleanup incident.

**KEY WORDS:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

### INSTRUCTIONS:

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
  - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
  - Waterproof container sufficient in size to store personal protective and cleaning equipment
  - Personal protective equipment(PPE):
    - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
    - Disposable gown or apron, and shoe covers
    - Face mask with eye protection, or goggles
  - Cleaning supplies:
    - Sand, or liquid spill absorbent material
    - Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
    - Plastic garbage bags and twist-ties
    - Liquid soap
    - Disposable paper towels
    - Disposable mop head
  - Disinfecting supplies:
    - Bucket designated for chemical use
    - Spray bottle
    - Household bleach (8.25% concentration, unscented)<sup>+</sup>
    - Measuring spoon (tablespoon) and cup (1 cup)
    - Disposable paper towels
    - Disposable mop head
    - Plastic garbage bags and twist-ties

# HACCP-Based SOPs

## **Assembling a Body Fluid Cleanup Kit, continued** (Sample SOP)

### **INSTRUCTIONS, continued:**

\*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at <https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus>. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at <https://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1>.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP: \*
  - Place the following supplies into a waterproof container:
    - Twelve (12) pairs of disposable, non-latex gloves
    - One (1) disposable gown or apron
    - One (1) pair of disposable shoe covers
    - One (1) face mask with eye protection, or goggles
    - One (1) package of disposable paper towels
    - Two (2) disposable mop heads
    - One (1) disposable flat-edge scoop, or equivalent
    - Two (2) dry cups of sand, or liquid spill absorbent material
    - Four (4) Plastic garbage bags and twist-ties
    - Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP Cleaning and Disinfecting Body Fluid Spills
  - Seal the waterproof container with a lid and label with the date.
- \*Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.
3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

### **MONITORING:**

The school nutrition manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.

# HACCP-Based SOPs

## **Assembling a Body Fluid Cleanup Kit, continued** (Sample SOP)

### **MONITORING, continued:**

3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. School nutrition employees are trained to properly use:
  - PPE, and
  - The Body Fluid Cleanup Kit.

### **CORRECTIVE ACTION:**

The school nutrition manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain school nutrition employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate school nutrition employees in how to properly use PPE and the Body Fluid Cleanup Kit.

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit using an Employee Food Safety Training Record.

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

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

**DATE REVISED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

## HACCP-Based SOPs

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### **Assembling a Body Fluid Cleanup Kit**

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

**SCOPE:** This procedure applies to school nutrition employees involved assembling a body fluid cleanup kit to use for a body fluid cleanup incident.

**KEY WORDS:** Body Fluid Spill, Cleaning, Disinfecting, Body Fluid Cleanup Kit, Norovirus

#### **INSTRUCTIONS:**

1. Purchase, and keep on hand at all times, sufficient quantities of the following items needed to assemble and immediately re-stock a Body Fluid Cleanup Kit:
  - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
  - Waterproof container sufficient in size to store personal protective and cleaning equipment
  - Personal protective equipment(PPE):
    - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
    - Disposable gown or apron, and shoe covers
    - Face mask with eye protection, or goggles
  - Cleaning supplies:
    - Sand, or liquid spill absorbent material
    - Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
    - Plastic garbage bags and twist-ties
    - Liquid soap
    - Disposable paper towels
    - Disposable mop head
  - Disinfecting supplies:
    - Bucket designated for chemical use
    - Spray bottle
    - Household bleach (8.25% concentration, unscented)<sup>+</sup>
    - Measuring spoon (tablespoon) and cup (1 cup)
    - Disposable paper towels
    - Disposable mop head
    - Plastic garbage bags and twist-ties

#### **Assembling a Body Fluid Cleanup Kit, continued**



## HACCP-Based SOPs

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### INSTRUCTIONS, continued:

\*EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at <https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effective-against-norovirus>. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible. EPA-approved disinfectants appropriate for blood may be found at <https://www.epa.gov/pesticide-registration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1>.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:
  - Place the following supplies into a waterproof container:
    - Twelve (12) pairs of disposable, non-latex gloves
    - One (1) disposable gown or apron
    - One (1) pair of disposable shoe covers
    - One (1) face mask with eye protection, or goggles
    - One (1) package of disposable paper towels
    - Two (2) disposable mop heads
    - One (1) disposable flat-edge scoop, or equivalent
    - Two (2) dry cups of sand, or liquid spill absorbent material
    - Four (4) Plastic garbage bags and twist-ties
    - Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP Cleaning and Disinfecting Body Fluid Spills
  - Seal the waterproof container with a lid and label with the date.
    - \*Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.
3. Store the Body Fluid Cleanup Kit with an unopened container of household bleach, or the EPA-approved disinfectant; the bucket designated for chemical use; and the spray bottle in an area designated for chemical storage and/or cleaning supplies.
4. Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

### MONITORING:

The school nutrition manager will ensure that:

1. The Body Fluid Cleanup Kit is properly assembled at all times. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Cleanup Kit after use.

### Assembling a Body Fluid Cleanup Kit, continued (Sample SOP)



## HACCP-Based SOPs

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### MONITORING, continued:

3. The Body Fluid Cleanup Kit, and associated chemicals and supplies, are stored in accordance with this SOP.
4. School nutrition employees are trained to properly use:
  - PPE, and
  - The Body Fluid Cleanup Kit.

### CORRECTIVE ACTION:

The school nutrition manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain school nutrition employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate school nutrition employees in how to properly use PPE and the Body Fluid Cleanup Kit.

### VERIFICATION AND RECORD KEEPING:

The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure that it is properly assembled, and create and complete a log to document that the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit using an Employee Food Safety Training Record.

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

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# HACCP-Based SOPs

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## Cleaning and Sanitizing Food Contact Surfaces

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

**SCOPE:** This procedure applies to 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 different 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



# HACCP-Based SOPs

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(Sample SOP)

## INSTRUCTIONS, continued:

7. If a dishmachine is used:

- Check with the dishmachine 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, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
  - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dishmachine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
  - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
  - For hot water sanitizing dishmachine, 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 dishmachine.
  - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

## Cleaning and Sanitizing Food Contact Surfaces, continued





## HACCP-Based SOPs

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(Sample SOP)

### **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 dishmachine:
  - 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 dishmachine, 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 dishmachine, 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**



## HACCP-Based SOPs

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# **HACCP-Based SOPs**

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## **Communicating During a Foodborne Illness Outbreak**

**PURPOSE:** To rapidly communicate foodborne illness outbreak alerts and prevention strategies to child nutrition staff, students, and parents.

**SCOPE:** This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

**KEY WORDS:** Norovirus, Communication, Training

### **INSTRUCTIONS:**

1. When a suspected foodborne illness outbreak within the school is reported, the school nutrition manager will
  - Work in cooperation with the Health Department to identify the cause of the outbreak and the source of transmission.
    - Stop all foodservice operations including preparation, display and serving of food if the suspected source of the outbreak is related to food. Isolate suspected foods.
  - Comply with all policies for reporting notifiable illnesses to the Health Department and for recovering from a foodborne illness outbreak.
  - Provide and document training on foodborne illness identification and prevention for all school nutrition employees to reinforce
    - Foodborne illness symptoms and transmission
    - Required reporting of symptoms and illnesses
    - Employee exclusion and restriction policies
    - Handwashing and personal hygiene procedures
    - No bare hand contact policies
    - Why and how to use the Body Fluid Cleanup Kit
2. The school nutrition manager will work in cooperation with school administration and the Health Department to develop a crisis communication plan and foodborne illness outbreak response.
  - Student communication plans will cover
    - Foodborne illness symptoms
    - How foodborne illness is spread
    - Handwashing for prevention
    - Staying home when sick
    - Responding when the student or classmate becomes sick

**Communicating During a Foodborne Illness Outbreak, continued**  
(Sample SOP)



# HACCP-Based SOPs

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## INSTRUCTIONS, continued:

- Parent and media communication plans will cover
  - Foodborne illness symptoms
  - How foodborne illness is spread
  - Handwashing for prevention
  - Caring for an ill family member
  - When ill students should be kept out of school and when recovering students can return to school
- 3. All school nutrition employees will adhere to school and media communication policies.

## MONITORING:

1. The school nutrition manager will document school nutrition employee training.
2. The designated school nutrition employee will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

## CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

## VERIFICATION AND RECORD KEEPING:

Employee training records will be kept on file for a minimum of one (1) year.

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# HACCP-Based SOPs

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## Communicating Norovirus Prevention Methods

**PURPOSE:** To reinforce methods of preventing norovirus by communicating with staff.

**SCOPE:** This procedure applies to school nutrition employees involved in training staff in norovirus prevention.

**KEY WORDS:** Norovirus, Communication, Training

### INSTRUCTIONS:

The school nutrition manager will develop a schedule and provide training on norovirus prevention for school nutrition employees.

- School nutrition employee communication will reinforce
  - Norovirus symptoms
  - How norovirus is spread
  - Handwashing and personal hygiene procedures
  - No bare hand contact policies
  - Required reporting of symptoms and illnesses
  - Employee exclusion and restriction policies
  - Why and how to use the Body Fluid Cleanup Kit

### MONITORING:

1. The school nutrition manager will document school nutrition employee training.
2. The designated school nutrition employee will monitor to ensure that all school nutrition employees are adhering to policies related to this SOP during all hours of operation.

### CORRECTIVE ACTION:

Retrain any school nutrition employee found not following procedures related to this SOP.

### VERIFICATION AND RECORD KEEPING:

Employee training records will be kept on file for a minimum of one (1) year.

Communicating Norovirus Prevention Methods, continued



## HACCP-Based SOPs

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

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# HACCP-Based SOPs

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## 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:

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. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. 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.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. 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.
10. 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



# HACCP-Based SOPs

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## **CORRECTIVE ACTIONS:**

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

## **VERIFICATION AND RECORD KEEPING:**

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



# HACCP-Based SOPs

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## 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



# HACCP-Based SOPs

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

# HACCP-Based SOPs

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## 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



# HACCP-Based SOPs

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

# HACCP-Based SOPs

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## Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods

**PURPOSE:** To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

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

**KEY WORDS:** Ready-to-Eat Food, Time/Temperature Control for Safety Foods, Date Marking, Cross Contamination, TCS Foods

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
  - Labeling food with a calendar date, such as “cut cantaloupe, 2/20/17, 8:00 a.m.”
  - Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.” or
  - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
3. Follow state or local health department requirements.
4. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours.
5. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours.
6. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41 °F or below.
7. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
8. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
9. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
  - On Monday, 2/27/17, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 2/27/17.”

Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, continued



## HACCP-Based SOPs

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### INSTRUCTIONS, continued:

- On Tuesday, 2/28/17, the lasagna is frozen with a second label that reads, "Frozen, 2/28/17." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 2/27/17 – Tuesday, 2/28/17, only 1 day is counted towards the 7-day time period.
- On Tuesday 3/7/17, the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 3/7/17." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

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

# HACCP-Based SOPs

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## Handling 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.

# HACCP-Based SOPs

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## Handling 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 calendar 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 why 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: \_\_\_\_\_

Adapted from: Institute of Child Nutrition. (2013). *Responding to a Food Recall*. University, MS: Author.



# HACCP-Based SOPs

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## 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

# HACCP-Based SOPs

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## **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**  
(Sample SOP)



## HACCP-Based SOPs

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### **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: \_\_\_\_\_ BY: \_\_\_\_\_

## 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 school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow the Employee Health Policy. (Employee Health Policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire. Report any illnesses to your manager.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained.
8. Do not wear artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. 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.
13. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. 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.
15. Wear suitable and effective hair restraints while in the kitchen.

Personal Hygiene, continued



# HACCP-Based SOPs

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## MONITORING:

1. The kitchen supervisor will inspect employees when they report to work to be sure that each employee is following this SOP.
2. The kitchen supervisor 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: \_\_\_\_\_ BY: \_\_\_\_\_

# HACCP-Based SOPs

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## Preventing Contamination at Food Bars

**PURPOSE:** To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

**SCOPE:** This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

**KEY WORDS:** Contamination, Self-Service, Salad Bars, Food Bars

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

### MONITORING:

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

## Preventing Contamination at Food Bars, continued



## HACCP-Based SOPs

### **CORRECTIVE ACTION:**

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

### **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will verify that school nutrition employees are assigned to maintain food bars during all hours of operation. School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food 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. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_

# HACCP-Based SOPs

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## Preventing Cross Contamination During Storage and Preparation

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

**SCOPE:** This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

**KEY WORDS:** Cross Contamination, Preparation, Contamination, Storage, Receiving

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the refrigerator or walk-in cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.



# HACCP-Based SOPs

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## Preventing Cross Contamination During Storage and Preparation, continued

### INSTRUCTIONS, continued:

13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location. Refer to Damaged or Discarded Product Log SOP.

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION AND RECORD KEEPING:

The school nutrition manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The school nutrition manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. School nutrition employees will document any discarded food 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 Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_

# HACCP-Based SOPs

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## Receiving Deliveries

**PURPOSE:** To ensure that all food is received fresh and safe when it enters the school nutrition facility and to transfer food to proper storage as quickly as possible.

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

**KEY WORDS:** Cross Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

### INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
5. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
6. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
7. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
8. Keep receiving area clean and well lighted.
9. Do not touch ready-to-eat foods with bare hands.
10. Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
11. Compare delivery invoice against products ordered and products delivered.
12. Transfer foods to their appropriate locations as quickly as possible.
13. Verify that Key Drop Deliveries are from approved supplier, stored properly, protected from contamination, and presented authentically.

Receiving Deliveries, continued



# HACCP-Based SOPs

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## MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
  - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below. Milk may be received at 45 °F, but must be stored at 41 °F.
  - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
  - For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check expiration dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

## CORRECTIVE ACTION:

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Reject the following:
  - Frozen foods with signs of previous thawing.
  - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust.
  - Punctured packages.
  - Foods with out-dated expiration dates.
  - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

Receiving Deliveries, continued  
(Sample SOP)



# HACCP-Based SOPs

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## **VERIFICATION AND RECORD KEEPING:**

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

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_

# HACCP-Based SOPs

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## Reheating Time/Temperature Control for Safety Foods

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

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

**KEY WORDS:** Cross Contamination, Temperatures, Reheating, Holding, Hot 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. If state or local requirements are based on the *FDA Food Code*, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
  - Any food that is cooked, cooled, and reheated for hot holding
  - Leftovers reheated for hot holding
  - Products made from leftovers, such as soup
  - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
  - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
  - Heat leftovers to 165 °F for 15 seconds
  - Rotate (or stir) and cover foods while heating
  - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

### MONITORING:

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

Reheating Time/Temperature Control for Safety Foods, continued



# HACCP-Based SOPs

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## CORRECTIVE ACTION:

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

## VERIFICATION AND RECORD KEEPING:

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 have taken the required reheating temperatures by visually monitoring school nutrition employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_



## Serving Food

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

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

**KEY WORDS:** Cross Contamination, Service, Serving Food

### 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. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold time/temperature control for safety food at the proper temperature. Refer to the Hot and Cold Holding for Time/Temperature Control for Safety Foods.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool time/temperature control for safety foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods, and Cooling Time/Temperature Control for Safety Foods SOPs.

### MONITORING:

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

Serving Food, continued



# HACCP-Based SOPs

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## **CORRECTIVE ACTION:**

1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods; Cooling Time/Temperature Control for Safety Foods; and Hot and Cold Holding for Time/Temperature Control for Safety Foods SOPs.

## **VERIFICATION AND RECORD KEEPING:**

The school nutrition manager will periodically check the storage and use of utensils during service. In addition, 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: \_\_\_\_\_ BY: \_\_\_\_\_



## Serving Safe Food to Students with Food Allergies

**PURPOSE:** To serve safe and nutritious meals to students with food allergies.

**SCOPE:** This procedure applies to child nutrition employees involved in preparing and serving food to students with food allergies.

**KEY WORDS:** Allergies, Cleaning, Cross contact, Handwashing

### INSTRUCTIONS:

1. Follow policies and procedures of your child nutrition operation and school district.
2. Use your receiving procedures.
  - Check all ingredient labels each time a food is purchased.
  - Date each food item when received.
3. Store food items that contain allergens in a separate location from the non-allergenic items.
4. Keep ingredient labels for a minimum of 24 hours after serving the product.
5. Prevent cross contact during food preparation.
  - Wash hands before preparing foods.
  - Wear single-use gloves.
  - Use a clean apron when preparing allergen-free food.
  - Wash, rinse, and sanitize all cookware before and after each use.
  - Wash, rinse, and sanitize food contact surfaces.
  - Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
  - Prepare food items that do not contain allergens first. Label and store the allergen-free items separately.
  - Use a clean, sanitized cutting board when preparing food.
  - Use clean potholders and oven mitts for allergen-free foods to prevent cross contact.
6. Prevent cross contact during meal service.
  - Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.
  - Use dedicated serving utensils and gloves for allergen-free foods.
  - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognizable.
  - Ensure that tables and chairs are cleaned and sanitized before and after each meal and when needed.
7. Follow your school's procedures for identifying students with food allergies.

# HACCP-Based SOPs

## **Serving Safe Food to Students with Food Allergies, continued**

### **MONITORING:**

A child nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

### **CORRECTIVE ACTION:**

1. Retrain any child nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

### **VERIFICATION AND RECORD KEEPING:**

The child nutrition manager will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_

# HACCP-Based SOPs

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## 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



# HACCP-Based SOPs

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## **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 properly 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 why 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 1 year.

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

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

DATE REVISED: \_\_\_\_\_ BY: \_\_\_\_\_