

Food Safety Plan

Sponsor Number:

USD #229

Sponsor Name:

Blue Valley School District USD #229



Food Safety Plan

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Description of Food Safety Plan

This plan was developed 2/2006 by Leslie Belt, Food and Nutrition Supervisor, Blue Valley School USD 229. Assistance was provided by the management team, including Charles Rathbun, Food and Nutrition Director and Cecelia Harris.

This food safety plan follows the USDA guidance on developing a food safety plan based on the Process Approach to HACCP. All standards in this food safety plan are in accordance with the current Kansas Food Code. Minimum cooking temperatures used are those required by Child Nutrition & Wellness, Kansas State Department of Education which meet or exceed those required by the current Kansas Food Code.

Description of Sponsor and School/Facility

1. Name of Sponsor (USD, Private School or Residential Center):

USD # 229

2. Name of Site:

3. Name and Title of Lead Food Service Employee for this Site:

See Staff Roster

4. Type of Site:

X

Self Contained Kitchen

Base Kitchen

Transport School

Finishing Kitchen

5. Meals Served: X Breakfast

X Lunch

After School Care Snacks

SECTION 1: Standard Operating Procedures

The following Standard Operating Procedures have been adapted from the National Food Service Management Institute (NFSMI) for use in Kansas schools.

Category _____ Reference Number and Title _____

Multiple

- 1 - Washing Hands
- 2 - Using Suitable Utensils When Handling Ready-to-Eat Foods
- 3 - Personal Hygiene
- 4 - Storing and Using Poisonous or Toxic Chemicals
- 5 - Using and Calibrating Food Thermometers
- 6 - Preventing Cross-Contamination during Storage and Preparation
- 7 - Cleaning and Sanitizing Food Contact Surfaces

Receiving

- 8 - Receiving Deliveries
- 9 - Handling a Food Recall

Preparing

- 10 - Washing Fresh Fruits and Vegetables
- 11 - Controlling Time and Temperature during Preparation

Cooking

- 12 - Cooking Potentially Hazardous Food

Holding

- 13 - Holding Hot and Cold Potentially Hazardous Foods
- 14 - Using Time Alone As a Public Health Control to Limit Bacteria Growth In Potentially Hazardous Foods
- 15 - Date Marking Ready-to-Eat, Potentially Hazardous Foods

Serving

- 16 - Serving Food
- 17 - Preventing Cross-Contamination at Food Bars

Cooling

- 18 - Cooling Potentially Hazardous Foods
- 19 **Reheating** - Reheating Potentially Hazardous Food



HACCP-Based Standard Operating Procedure

1 - Washing Hands

Purpose: To prevent foodborne illness caused by contaminated hands.

Scope: This procedure applies to food service employees who handle, prepare, and serve food.

Keywords: Hand washing, Cross-Contamination

Instructions:

1. Train food service employees or other individuals that prepare or serve food on proper hand washing. Training may include viewing a hand washing video, a demonstration of proper hand washing procedures, or other effective training tools.
2. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
3. Provide warm running water, soap, and single-use paper towels or warm air hand dryer. If paper towels are used, provide **a waste container at each hand washing sink or near the door in restrooms.**
4. Keep hand washing sinks accessible anytime employees are present.
5. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated

1 - Washing Hands, continued (SOP)

- 6. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 110 °F) and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.

Monitoring:

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

Corrective Action:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to wash their hands immediately. Employee will be re-trained to ensure proper hand washing procedure.

Verification and Record Keeping:

A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. The Food Safety Checklist will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: August 1, 2006 **By:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

Date Revised: August 2, 2016 **By:** Leslie Belt

HACCP-Based Standard Operating Procedure

2 - Using Suitable Utensils When Handling Ready-to-Eat Foods

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

Scope: This procedure applies to food service employees who prepare, handle, or serve food.

Key Words: Ready-to-Eat Food, Cross-Contamination

Instructions:

1. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
2. Do not use bare hands to handle ready-to-eat foods at any time.
3. 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
4. Hands should be washed and gloves changed:
 - Before beginning food preparation
 - Before beginning a food handling task
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - After interruptions in food preparation occur, such as when answering the telephone or checking in a delivery □ After handling money
 - When a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

Monitoring:

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

2 - Using Suitable Utensils When Handling Ready-to-Eat Foods, continued (SOP)

Corrective Action:

Employees observed touching ready-to-eat food with bare hands will be retrained at the time of the incident. Ready-to-eat food touched with bare hands will be discarded.

Verification and Record Keeping:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Daily Production Records. A supervisory employee or other designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Daily Production Records. The Daily Production Records will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: August 1, 2006 **By:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

Date Revised: August 2, 2016 **By:** Leslie Belt

HACCP-Based Standard Operating Procedure

3 - Personal Hygiene

Purpose: To prevent contamination of food caused by food service employees.

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Personal Hygiene, Cross-Contamination, Contamination

Instructions:

1. Train food service employees on the employee health policy and on practicing good personal hygiene.
2. Report to work in good health. Do not report to work if you have any of the following symptoms: ◦ diarrhea, ◦ vomiting, ◦ fever, ◦ jaundice, ◦ sore throat with fever, ◦ infected wound (that is, a cut, lesion or boil).
Do not report to work if you have had contact with any of the following:
 - salmonella typhi,
 - shigella,
 - shiga toxin-producing e.coli or □ hepatitis A.
3. Report to work clean, and dressed in clean attire.
4. Change apron when it becomes soiled.
5. Wash hands properly, frequently, and at the appropriate times. Refer to the *Washing Hands* SOP.
6. Keep fingernails trimmed (short), filed, and maintained so that the edges are cleanable and not rough.
7. Do not wear artificial fingernails or fingernail polish.
8. **Do not wear any jewelry on arms or hands except for a plain ring such as a wedding band.**
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot and a single-use glove.

3 - Personal Hygiene, continued (SOP)

Monitoring:

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

Corrective Action:

Any food service employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Daily Production Records. A supervisory employee or other designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Daily Production Records. The Records will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: August 1, 2006 **By:** Charles Rathbun

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Date Revised: August 2, 2016 **By:** Leslie Belt

HACCP-Based Standard Operating Procedure

4 - Storing and Using Poisonous or Toxic Chemicals

Purpose: To prevent foodborne illness caused by chemical contamination.

Scope: This procedure applies to food service employees who use chemicals in the kitchen.

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

Instructions:

1. Train food service employees on the proper use and storage of chemicals procedure.
2. Designate a location for storing the Material Safety Data Sheets (MSDS).
3. Label and date all poisonous or toxic chemicals with the common name of the substance.
4. Store all chemicals in a designated secured area away from and below food and food contact surfaces using spacing or partitioning.
5. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
6. Mix, test, and use sanitizing solutions as recommended by the manufacturer, State, or local health department.
7. Use the appropriate chemical test kit to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
8. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on chemicals.
9. Do not use chemical containers for storing food or water.
10. **All food service staff will see school nurse for all first aid needs.**
11. 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.
12. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

4 - Storing and Using Poisonous or Toxic Chemicals, continued (SOP)

Monitoring:

Food service employees and supervisory employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals.

Verification and Record Keeping:

A supervisory or other designated employee will verify that food service employees are following this policy by visually observing the employees during all hours of operation and by completing the Food Safety Checklist. Food service employees will record any discarded food on the Daily Production Records. A supervisory employee or other designated employee will verify that correct procedures are followed and logs are maintained correctly by reviewing, initialing, and dating the Daily Production Records. Both the checklist and the log will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: August 1, 2006 **By:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

Date Revised: August 2, 2016 **By:** Leslie Belt



BLUE VALLEY SCHOOLS BUSINESS AND FINANCE FOOD & NUTRITION

CREATED: 2/5/16

ESTABLISHED BY: FOOD & NUTRITION PHONE: 913.239.4062

S.U.D.S Single Use Dispensing System

The single use system is utilized to clean and sanitize contact services **only**. This replaces the three bucket (wash, rinse and sanitize) method.

Prepare the S.U.D.S Single Use Dispensing System.

1. Fill 1 ½ quarts of Quaternary sanitizer located on the three compartment sink from the dispensing hose into a 1 gallon pitcher.
2. Test the concentration of the solution with the Quaternary test strips. Immerse pad from the test strip and hold for 5 seconds. Compare the pad to the color chart. The concentration must be in the 200 ppm range. If lower than 200 ppm you must determine why it is reading incorrectly. It may be out of solution or not pulling quaternary correcting into the hose with the water.
3. Release the tab on the red S.U.D.S dispensing container.
4. Insert dry roll of towels
5. Once you have confirmed the concentration is 200 ppm pour the 1 ½ quarts of Quaternary sanitation solution over the towels in the bucket.
6. Thread the end of the towel from the center of the roll through the lid opening and secure lid.
7. When not in use close the flap where you dispense the towels.
8. When you have used all the disposable towels pour out the contents of the Quaternary solution, rinse with water and refill with new Quaternary solution.

Proper Cleaning Steps

1. If surfaces have excessive accumulation of food use a disposable blue or green towel to remove.
2. Use the S.U.D.S towels to wipe down the surfaces. Discard disposal S.U.D.S towels after use. The towels are intended to be replaced often.
3. Once all surfaces are clear of debris wipe down again with a clean S.U.D.S towel.

HACCP-Based Standard Operating Procedure

5 - Using and Calibrating Food Thermometers

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

SCOPE: This procedure applies to food service employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train food service employees on the proper procedures in using and calibrating food thermometers.
 - 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.
2. Have food thermometers easily-accessible to food service employees during all hours of operation.
3. Clean and sanitize food thermometers before each use.
 - Sanitize probe with sanitizing solution approved for food contact surfaces or with alcohol swab.
 - Air dry to minimize the risk of re-contamination.
 - Take temperature of food product and log on Daily Production Records.
 - Sanitize probe with sanitizing solution approved for food contact surfaces or with alcohol swab.
 - Air dry to minimize the risk of re-contamination.
 - Store in clean case or sleeve

At the end of the Day:

- Sanitize probe with sanitizing solution approved for food contact surfaces or with alcohol swab.
 - Air dry to minimize the risk of re-contamination.
 - Store in clean case or sleeve
4. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.

INSTRUCTIONS, continued:

5. Food service employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibrating the thermometer.
 - To calibrate using ice-point method:
 - Digital thermometer with a reset button, adjust the thermometer according to manufacturer’s instructions.
 - a. Add enough cold water to remove any air pockets that might remain.
 - b. Immerse the stem of the thermometer to at least ½ length on the ice solution.
 - c. Wait for the reading to become stable (usually +2 of 32 F).
 - d. Press and hold the D-H button for 8 seconds to begin calibration.
 - e. CAL will be displayed for two seconds and calibration at 32 F is completed.
 - f. Remove the thermometer from the ice water and continue to take measurements.
 - If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, document on the Calibration Log and return it to the District Office for replacement of a new thermometer.

MONITORING:

Food service employees will check the accuracy of the food thermometers:

- At regular intervals (same date paychecks are received)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. Any thermometers that cannot be calibrated correctly must be turned into the District Office for a replacement. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employees during the calibration process and while thermometers are being used. Calibration logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of child Nutrition & Wellness, Kansas State department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun
DATE REVIEWED: August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

6 - Preventing Cross-Contamination during Storage and Preparation

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

SCOPE: This procedure applies to food service or other employees who are responsible for receiving, storing, preparing, and serving food.

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

INSTRUCTIONS:

1. Train food service employees on the proper procedures to prevent cross-contamination during storage and preparation.
2. Wash hands properly using instructions in the Washing Hands SOP.
3. Avoid touching ready-to-eat food with bare hands. Follow instructions in the Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
4. Separate raw animal foods from ready-to-eat foods during receiving, storage, and preparation. For example: Eggs, fish, meat, and poultry should be separated from lettuce, cut melons and luncheon meats.
5. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
6. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
7. Use only dry, cleaned, and sanitized equipment and utensils. Follow instructions in the “Cleaning and Sanitizing Food Contact Surfaces” SOP.
8. Clean and sanitize utensils, knives, pans, cutting boards and other food contact surfaces between handling of raw and cooked products.
9. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
10. Place food in covered containers or packages, except during cooling, and store in the refrigerator or cooler.
11. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.

6 - Preventing Cross-Contamination During Storage and Preparation, continued (SOP)

MONITORING:

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

CORRECTIVE ACTION:

1. Retrain any food service 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:

A supervisory or other designated employee will ensure that all employees are following these procedures by visually observing food service staff and by completing the Food Safety Checklist. Food service employees will document any discarded food on the Daily Production Records. A supervisory employee or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily Production Records. The checklist and log will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED: August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

7 - 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 food service employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train food service employees who prepare or serve food or who clean areas where foods are prepared and served on the proper procedures used to clean and sanitize food contact surfaces.
2. **Proper Cleaning Steps**
 1. If surfaces have excessive accumulation of food use a disposable blue or green towel to remove.
 2. Use the S.U.D.S towels to wipe down the surfaces. Discard disposal S.U.D.S towels after use. The towels are intended to be replaced often.
 3. Once all surfaces are clear of debris wipe down again with a clean S.U.D.S towel.
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. S.U.D.S food contact surfaces of sinks, tables, cutting boards, 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
 - End of the day
 - Any time contamination occurs or is suspected
5. S.U.D.S food contact surfaces of sinks, tables, cutting boards, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with S.U.D.S solution.
 - Sanitize surface using a S.U.D.S sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.

7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

INSTRUCTIONS, continued:

6. When a 3-compartment sink is used for utensils, cutting boards, and removable parts of equipment, 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 chemical 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 sanitizer concentration using an appropriate test kit.
 - Air dry items prior to storing.
7. If a mechanical dish machine is used for utensils, cutting boards and removable parts of equipment:
 - Verify the information on the data plate with the dish machine manufacturer.
 - 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.
 - If using hot water to sanitize, and following the Current Kansas Food Code:
 - For a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 165°F.
 - for all other dishwashing machines with variable wash and rinse temperatures, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 180°F.
 - If using chemical to sanitize and following the Current Kansas Food Code:
 - Quaternary ammonia should have a minimum temperature of 75°F, a concentration as indicated by the manufacturer and used only in water with 500 mg/L hardness or less.
 - Air dry utensils and other food contact items prior to storing.
 - At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up. Use chemical de-limer **weekly** as needed if lime build up occurs. Follow manufacturer's instructions for cleaning and maintaining dish machine.

When using de-limer and oven cleaners employees must use protective mask and goggles for personal safety from chemical harm.

7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

INSTRUCTIONS, continued:

MONITORING:

Food service 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. Refer to Using and Calibrating Food Thermometers SOPs.
3. In a dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges.
 - For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. S.U.D.S 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. For 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.

7 - Cleaning and Sanitizing Food Contact Surfaces, continued (SOP)

CORRECTIVE ACTION continued:

4. For 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 temperatures by running the machine again. If the appropriate water temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
- 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:

Food service employees will record monitoring activities and any corrective action taken on the appropriate temperature log. A supervisory or other designated employee will verify that food service employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s). A supervisory or other designated employee will complete the Food Safety Checklist. The logs and checklists will be maintained with other records for at least 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED: August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

8 - Receiving Deliveries

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

Scope: This procedure applies to food service employees who handle, prepare, or serve food.

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train food service employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours when possible.
3. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
4. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries to assure foods are placed in storage in a timely manner.
5. Have tools available at the time of delivery. These include any or all of: product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, and clean loading carts.
6. Keep receiving area clean and well lighted.
7. Do not touch ready-to-eat foods with bare hands.
8. Determine whether foods will be marked with the **date arrival or the “use by” date** and mark accordingly upon receipt.
9. Compare delivery invoice against products ordered and products delivered.
10. Confirm vendor name, day and time of delivery and invoices are correct.
11. 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. Use thermometers to check surface temperatures if desired.

8 - Receiving Deliveries, continued (SOP)

12. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 41 °F or below. In Kansas, check the approximate temperature of milk by placing a thermometer between two cartons or use an infrared thermometer.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper or use an infrared thermometer. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 41 °F or below.
13. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
14. Check the integrity of food packaging.
15. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
16. Transfer foods to their appropriate storage locations as quickly as possible.

Monitoring:

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

All schools will take temperatures of two potentially hazardous food items on every US Foodservice delivery and two on each milk delivery (if frozen item it must under 32 degrees and refrigerated items must be 41 degrees or less). If the temperatures fall under the acceptable temperature the product will be refused. The name of the food items temped will be documented on that days receiving log and initial by the staff member. Include product name, temperature and if refused documented on the sheet and note on the invoice as refused.

Started March 7th, 2011

Corrective Action:

Reject the following:

- a. Frozen foods with signs of previous thawing
- b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
- c. Punctured packages
- d. Expired foods
- e. Foods that are out of safe temperature zone or deemed unacceptable
- f. Spoiled and unacceptable quality

Verification and Record Keeping:

Record the temperature and the corrective action on the delivery invoice. Invoices/logs will be maintained for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 BY: Charles Rathbun

Date Reviewed: August 6, 2019 By: Leslie Belt

DATE REVISED: August 2, 2016 BY: Leslie Belt

HACCP-Based Standard Operating Procedure

9 - Handling a Food Recall

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

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

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train food service employees on the proper procedures used in handling a food recall.
2. Review the food recall notice and specific instructions that have been identified in the notice.
3. Communicate the food recall notice to production kitchens.
4. 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 sponsor's/School's procedure for disposal.
5. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
6. Inform the sponsor's/school's public relations coordinator of the recalled product.
7. Identify and record whether any of the product was received by the sponsor/school, locate the food recall product by production kitchen, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
8. Obtain accurate inventory counts of the recalled products from every production kitchen, including the amount in inventory and amount used.
9. Account for all recalled product by verifying inventory counts against records of food received at the production kitchen.

MONITORING:

The food service employees and food service manager, or other designated employee, will visually observe that school sites have segregated and secured all recalled products.

9 - Handling a Food Recall, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify serving site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Follow the Food Recall Action Checklist. Part 1 is for Administrative level and part 2 is for school site level.
5. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
6. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer or distributor for collection.
 - 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

Food service employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Food Recall Action Checklist. A supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily Production Guidelines. Maintain the Logs for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

11 - Controlling Time and Temperature during Preparation

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

SCOPE: This procedure applies to food service employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when controlling time and temperature during preparation.
2. Use a clean, sanitized, and calibrated probe thermometer to take temperatures during preparation. Refer to the Using and Calibrating Food Thermometers SOP.
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 CrossContamination 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 batch amounts to 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.
9. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

A supervisory or other designated employee will ensure that foods are maintained at safe temperatures and are not allowed to be in the temperature danger zone for more than 4 hours. Clean, sanitized thermometers will be used to check temperatures.

11 - Controlling Time and Temperature During Preparation, continued (SOP)

CORRECTIVE ACTIONS:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Begin the cooling process immediately after preparation is complete for any foods that will be cooked and cooled (i.e. will not be served hot.)
3. Rapidly cool ready-to-eat foods or foods that will have additional cooking 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:

The supervisory or other designated employee will verify that food service employees are taking the required temperatures and following the proper preparation procedure by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log(s) or production log. The supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified in this procedure. Maintain the Food Safety Checklist and temperature log(s) for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

12- Cooking Potentially Hazardous Foods

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

Scope: This procedure applies to food service employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. In Kansas, cook products to the following temperatures:
 - a. 140 °F for 15 seconds
 - Commercially pre-cooked ready-to-eat meat (ham, roast beef, turkey, etc.)
 - b. 145 °F for 15 seconds
 - Seafood and beef roasts
 - c. 160 °F for 15 seconds
 - Ground beef
 - Raw pork, ham and sausage
 - Egg dishes
 - d. 165 °F for 15 seconds
 - Ground poultry
 - Leftovers
 - e. 170 °F for 15 seconds
 - Poultry breasts
 - f. 180 °F for 15 seconds
 - Poultry legs, thighs and wings
 - Whole poultry
 - g. Follow Nutrikids recipes
 - Processed meat items (chicken nuggets, turkey fritters, cooked beef patties, etc.)
4. Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple).
5. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.

12- Cooking Potentially Hazardous Foods, continued (SOP)

Instructions, continued:

6. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
7. 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.

Monitoring:

Temperatures will be taken at the end point of cooking and recorded on Daily Production Records. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature.

Verification and Record Keeping:

Food service employees will record product name, time, the temperature/time, and any corrective action taken on the Daily Production Records. The food service employee or supervisory employee will verify that food service employees have taken the required cooking temperatures by visually monitoring food service employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log. Maintain temperature logs with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

13- Holding Hot and Cold Potentially Hazardous Foods

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

Scope: This procedure applies to food service employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

Instructions:

1. Train food service employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. State and local health department requirements are based on the Current Kansas Food Code:
 - Hold hot foods at 140 °F or above; and
 - Hold cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.
4. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
5. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
6. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 140 °F or above before use.
 - Reheat foods in accordance with the Reheating Potentially Hazardous Foods SOP.
 - All hot potentially hazardous foods should be 140 °F or above before placing the food out for display or service.
7. For cold foods held for service:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41°F or below. Verify that the air temperature of any cold holding unit is at 41°F or below before use and at least every 2 times during hours of operation.

13- Holding Hot and Cold Potentially Hazardous Foods, continued (SOP)

Monitoring:

Temperature logs will be monitored to ensure that foods are held at proper temperatures. Potentially hazardous hot foods shall be held above 140°F and potentially hazardous cold foods below 41°F.

Corrective Action:

1. For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 140 °F and the last temperature measurement was 140 °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 140 °F.

2. For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and cover with one corner loosely fitted with wrap place on the upper shelves in the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Separate food into smaller or thinner portions.
- 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 above 41 °F.

Verification and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the Daily Production Records. A designated food service employee will record air temperatures of coolers and cold holding units on the refrigeration logs. The food service employee or supervisory employee will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs. The temperature logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006

BY: Charles Rathbun

Date Reviewed: August 6, 2019

By: Leslie Belt

DATE REVISED: August 2, 2016

BY: Leslie Belt

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

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

SCOPE: This procedure applies to food service employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time As a Public Health Control

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when using time alone as a public health control to limit bacteria growth in potentially hazardous foods.
2. Refer to the Using and Calibrating Food Thermometers SOP.
3. Establish written procedures that clearly identify the:
 - All foods for which time rather than temperature will be used to limit bacteria growth except taco meat, spaghetti sauce, sloppy joes, pulled pork, and chili.
 - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
 - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.
4. Cook raw, potentially hazardous food within 4 hours of removing it from refrigeration or freezer units.
5. Do not keep cooked or raw, potentially hazardous, ready-to-eat food for more than 4 hours after it has been removed from hot or cold holding units.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

HACCP-Based Standard Operating Procedure

14 - Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued (SOP)

MONITORING:

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

CORRECTIVE ACTION:

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

VERIFICATION AND RECORD KEEPING:

Food service employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The supervisory or other designated employee will verify that food service employees are following this procedure by visually monitoring food service employees and food handling during the shift. The supervisory or other designated employee will complete the Food Safety Checklist. The Food Safety Checklist will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED: August 8, 2019 **BY:** Leslie Belt

DATE REVISED: June 6, 2013 **BY:** Juan Salinas

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

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

Scope: This procedure applies to food service employees who prepare, store, or serve food.

Key Words: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, CrossContamination

Instructions:

1. Establish a date marking system and train employees accordingly. 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 and use by date, not to exceed 7 calendar days.
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41° F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
 1. Calculate the 7-day time period by counting only the days that the food is under refrigeration.

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 discarded.

Corrective Action:

Foods that are not date marked or that exceed the 7-day time period will be discarded.

HACCP-Based Standard Operating Procedure

15- Date Marking Ready-to-Eat, Potentially Hazardous Food, continued

(SOP)

Verification and Record Keeping:

A supervisory or other designated employee will complete the Food Safety Checklist which will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

16 - Serving Food

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

SCOPE: This procedure applies to food service employees who serve food.

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train food service employees on the proper procedures used when serving food. Refer to the Using and Calibrating Food Thermometers.
2. Follow the employee health policy. Refer to SOP number 3 (Personal Hygiene).
3. Wash hands before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
5. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
6. Store utensils with the handles up or by other means to prevent contamination.
7. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
8. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
9. Store in-use utensils properly.
10. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

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

HACCP-Based Standard Operating Procedure

16 - Serving Food, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils and wash the improperly handled item(s).
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, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

A supervisory or other designated employee will complete the Food Safety Checklist. Completed checklists will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

17 - Preventing Cross-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 food service employees on the proper procedures used to prevent cross-contamination at food bars.
2. Follow Personal Hygiene, and Washing Hands SOPs.
3. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
4. Place all exposed food under sneeze guards.
5. Provide an appropriate clean and sanitized utensil for each container on the food bar. Ensure that handles do not drop into food containers.
6. Replace existing containers of food with new containers when replenishing the food bar.
7. Instruct and assist customers who do not properly use utensils.
8. Ensure that customers use a clean dish or plate when returning to the food bar.
9. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
10. Keep self-service bar clean and neat to avoid cross-contamination between food items.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

0. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
1. 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.
2. 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.

17 - Preventing Cross-Contamination at Food Bars, continued (SOP)

CORRECTIVE ACTION:

1. Retrain any food service 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 140 °F.

VERIFICATION AND RECORD KEEPING:

A supervisory or other designated employee will verify that food service employees are assigned to maintain food bars during all hours of operation. Food service employees will record temperatures of food items and document corrective actions taken on the appropriate temperature log. Food service employees will document any discarded food on the Daily Production Record log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Daily Production Record Log. A supervisory or other designated employee will complete the Food Safety Checklist. The Food Safety Checklist and all logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

DATE REVIEWED August 6, 2019 **BY:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

18- Cooling Potentially Hazardous Foods

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

Scope: This procedure applies to food service employees who prepare, store or serve food.

Key Words: Cross-Contamination, Temperatures, Cooling, Holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to cool foods using this procedure.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
3. Prepare and cool food in small batches.
4. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers (no more than 4 inches deep) and cover with one corner loosely fitted with wrap placed on the upper shelves in the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
5. If State and local requirements are based on the current Kansas food Code, chill cooked, hot food from:
 - 140 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 140 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 140 °F to 41 °F may not exceed six hours. Take corrective action immediately if food is not chilled from 140 °F to 41 °F within the 6-hour cooling process.
6. 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.

18- Cooling Potentially Hazardous Foods, continued (SOP)

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 thermometer into the center of the food and at various locations in the product.

Corrective Action:

1. 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.
2. 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:

Food service employees will record temperatures and corrective actions taken on the Daily Production Record log. A supervisory or other designated employee will verify that food service employees are cooling food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the log. The Logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

DATE REVISED: August 2, 2016 **BY:** Leslie Belt

HACCP-Based Standard Operating Procedure

19– Reheating Potentially Hazardous Food

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

Scope: This procedure applies to food service employees who prepare or serve food.

Key Words: Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

Instructions:

1. Train food service employees who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
2. Reheat all foods to a minimum of 165°F for at least 15 seconds in accordance with Child Nutrition & Wellness, Kansas State Department of Education regulations (which meet or exceed the Current Kansas Food Code requirements).
3. 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
4. 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 140°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
5. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
2. Take at least two internal temperatures from each pan of food by inserting a thermometer into the center of the food and at various locations in the product.

19- Reheating Potentially Hazardous Food, continued (SOP)

Corrective Action:

1. Continue reheating/heating food until the internal temperature reaches 165 °F for 15 seconds.
2. If the product fails to reach 165°F within 2 hours, discard the product.

Verification and Record Keeping:

Food service employees will record times and temperatures and any corrective actions taken on the Daily Production Record Log. A supervisory or other designated employee will verify that food service employees are reheating food properly by visually monitoring food service employees during the shift and reviewing, initialing, and dating the temperature log. The logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

DATE IMPLEMENTED: August 1, 2006 **BY:** Charles Rathbun

Date Reviewed: August 6, 2019 **By:** Leslie Belt

DATE REVISED: March 10, 2016 **BY:** Leslie Belt

Worksheet to Review and Revise the HACCP Food Safety Plan

Directions: Complete each school year and file in Section 7 of the HACCP Food Safety Plan.

Name and title of person responsible for review and revisions: Jessie Bell

Date of review: 8/6/2019

1. Have there been changes in:

Menu items Equipment Kansas 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 (see back for suggested logs/records) being used?

Yes No If no, initiate/update monitoring procedures. Date completed _____

6. Are appropriate Corrective Actions taken which ensure safe food is served and purchased?

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) Manager of school
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 _____.

SECTION 2: Categorizing Menu Items

We will be using a Cycle menu and Production Serving Guidelines and it will be updated by the Food Service Director or a management team member. Each menu item will be categorized as Process 1, Process 2, or Process 3. Each school will receive monthly menus with Production Serving Guidelines. On the Guidelines it will state which item is Process 1, 2, or 3.

The food service manager or other designated employee will ensure that all production staff is aware of the menu items, the process category they belong to and the necessary control measures by posting the Process Charts in the kitchen. (The Process Charts are attached on the following pages.)

- All food service staff will be given an overview of the Process Approach to HACCP after being hired.
- 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.
- An easily accessible handout on the Process Approach developed by Child Nutrition & Wellness, Kansas State Department of Education will be available in the manager's office.

SECTION 3: Identifying Control Measures

Process 1 – No Cook * Keep Food Below 41°F *****

Critical Control Point(s):

- Holding Cold Potentially Hazardous 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 Potentially Hazardous Foods (13)
- Using Time Alone As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods (14)
- Date Marking Ready-to-Eat, Potentially Hazardous Foods (15)
- Serving Food (16)
- Preventing Cross-Contamination at Food Bars (if applicable) (17)

Process 2 – Cook and Serve the Same Day

*****Cook to Correct Temperature. Hold and serve at 140 degrees F or above *****

Critical Control Point(s):

- Cooking Potentially Hazardous Food (11)
- Holding Hot Potentially Hazardous Foods (13)
- See KSDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Kansas 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)
- Holding Hot (and Cold) Potentially Hazardous Foods (13)
- Serving Food (16) □ Preventing Cross-Contamination at Food Bars (if applicable) (17)

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

*****Limit Time in the Danger Zone (41 – 140 degrees F) *****

Critical Control Point(s):

- Cooking Potentially Hazardous Food (12)
- Cooling Potentially Hazardous Foods (18)
- Reheating Potentially Hazardous Food (19)
- Holding Hot Potentially Hazardous Foods (13)
- See KSDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Kansas 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)
- Holding Hot and Cold Potentially Hazardous Foods (13)
- Serving Food (16)
- Preventing Cross-Contamination at Food Bars (if applicable) (17)

Poultry

- Whole 180F
- Legs, thighs & wings 180F
- Breasts 170F
- Ground 165F

Ground Beef 160F

Beef Roasts 145F

Raw Pork, Ham & Sausage 160F

Commercially Pre-cooked Ready-to-eat Meat

(ham, roast beef, turkey, etc.) 140F

Processed Meat Items (chicken nuggets, turkey fritters,
cooked beef patties, etc.) Follow Manufacturer's
Instructions

Egg Dishes 160F

Fish 145F

Leftovers 165F

All products must reach the minimum temperature specified
above for at least **15 seconds**.

These temperatures meet the requirements of Child Nutrition & Wellness, Kansas State Department of Education and meet or exceed the requirements of the Kansas Food Code.

SECTION 4: Monitoring

Supervisor Responsibilities:

- A supervisory or other designated employee 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.
- A supervisory or other designated employee will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP.)
- Monitoring will be a constant consideration. However a checklist will be used to formally monitor food service staff at least once per monthly. (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).

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 for all SOPs are outlined in the SOPs provided by the National Food Service Management Institute.
- 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

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by Child Nutrition & Wellness, KSDE within the time specified on the recipe or preprepared product instructions...	<p>If no real problem is suspected:</p> <ul style="list-style-type: none"> • Let the product cook longer. • Train the cook to check internal temperatures of products rather than relying on time. <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If the oven may not be working properly:</p> <ul style="list-style-type: none"> • Use an oven thermometer to check the internal temperature of the oven. • Complete a work order for maintenance to check the thermostat.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
COOLING	If hot food is above 41°F and it is less than 6 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
COOLING	If hot food is above 70°F and it is more than 2 hours into the cooling process...	Discard the food.
COOLING	If hot food is above 41°F and it is more than 6 hours into the cooling process...	Discard the food.
REHEAT	If hot food is not reheated to 165°F within 2 hours...	Discard the food.

<p>HOT HOLD</p>	<p>If hot food being held is found to be below 140°F...</p>	<p>If time is used as a control:</p> <ul style="list-style-type: none"> • Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours. <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product.
		<ul style="list-style-type: none"> • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Reheat the hot food to 165°F for 15 seconds and then hold above 140°F. • If you suspect that the hot holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.
<p>COLD HOLD</p>	<p>If cold food being held is found to be above 41°F ...</p>	<p>If time is used as a control:</p> <ul style="list-style-type: none"> • Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours. <p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees to calibrate thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.

SECTION 6: Recordkeeping

Staff Responsibility:

- All food service staff will be held responsible for recordkeeping duties as assigned. Overall, **School Manager** will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- All 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 forms will be filed and kept in the kitchen office.

Training:

- The **School Manager** 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 until a representative of Child Nutrition & Wellness, Kansas State Department of Education gives permission for the records to be discarded.

Documentation (Records)	Documentation Schedule
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Food Production Records

Daily Production Guidelines.....Daily

Equipment Temperature Records

Daily Refrigerator / Freezer Temperature Log2 times Daily

Thermometer Calibration LogOn paydays

Dish Machine Temperature LogDaily

Milk Coolers..... 2 times Daily

Receiving Log..... 2 PHF per delivery

Review Records

Food Safety ChecklistMonthly

Checklist for Review of Food Safety System and PlanAnnually

Training Logs

Food Safety Training Plan and Record (KSDE's)On-going (Kept at DO)

Corrective Action RecordsAs necessary

Supervisory Employee's Initials and Date:

Supervisory Employee's Initials and Date:

Directions:

1. Complete this form daily.
2. Record date, initials, and temperatures for each compartment.
3. If temperatures are outside the acceptable range indicate corrective action on form and follow procedure in Operation Book.

Blue Valley Food and Nutrition Service Department FOOD SAFETY AND QUALITY CHECKLIST

School _____
Time _____

Date _____

Directions: Food Service Supervisor will review each operation once per semester. Those areas which require corrective action will be noted. After review is completed the Food Service Manager will record the corrective action taken and review with the supervisor.

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including slip resistant shoes.	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking and chewing gum are only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair net properly worn as well as beard restraint.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose.	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean.	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing; washing hands.	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to plain ring such as wedding band.	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at critical points.	<input type="checkbox"/>	<input type="checkbox"/>		Hands are washed thoroughly using proper hand washing procedures at critical points.	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>		All employees are illness free. They have none of the following symptoms: vomiting, diarrhea, jaundice, sore throat with fever, or stomach cramps.	<input type="checkbox"/>	<input type="checkbox"/>	
Hand sinks are unobstructed, properly stocked, operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>		A hand washing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	
Neat professional clean appearance.	<input type="checkbox"/>	<input type="checkbox"/>		Good personal hygiene of all employees.	<input type="checkbox"/>	<input type="checkbox"/>	

Employees

	Yes	No	Corrective Action		Yes	No	Corrective Action
Friendly & courteous to all customers and staff.	<input type="checkbox"/>	<input type="checkbox"/>		No overtime unless approved by Supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	

Small periods of idle time used for cleaning, wiping drawers etc.	<input type="checkbox"/>	<input type="checkbox"/>		Smile.	<input type="checkbox"/>	<input type="checkbox"/>	
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Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Food stored appropriately. No outdated food.	<input type="checkbox"/>	<input type="checkbox"/>		Bulging or leaking canned goods are stored on designated labeled shelf.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination. All foods are covered .	<input type="checkbox"/>	<input type="checkbox"/>	
All food is labeled with delivery. All chemical bottles are labeled.	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced.	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food and other food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored and labeled appropriately.	<input type="checkbox"/>	<input type="checkbox"/>		Storeroom neat & organized.			

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate.	<input type="checkbox"/>	<input type="checkbox"/>		Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature is appropriate for pieces of equipment.	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated. No food is outdated.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is stored 6 inches off floor in walkins.	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Units are clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>		Air temperature of all refrigerators and freezers is monitored and documented daily.	<input type="checkbox"/>	<input type="checkbox"/>	

Temperature of cold food being held is at or below 41 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>		Cooler & freezer fans are free from dust.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperatures are taken when product is received and recorded on production pages	<input type="checkbox"/>	<input type="checkbox"/>					

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly.	<input type="checkbox"/>	<input type="checkbox"/>		Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	
All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time. Temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>		Cleaning towels are used only for sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is prepared in small batches to limit the time it is in the temperature danger zone.	<input type="checkbox"/>	<input type="checkbox"/>		Displayed salads, fruits, juices need to maintain proper temperature.	<input type="checkbox"/>	<input type="checkbox"/>	
Leftover food is never combined with new product.	<input type="checkbox"/>	<input type="checkbox"/>		Internal temperature of food being cooked is monitored & documented.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot food is cooled in 2" pan, uncovered to 70 degrees within 2 hours then refrigerated.	<input type="checkbox"/>	<input type="checkbox"/>		Procedures are in place to prevent cross contamination.	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use. Thermometers are calibrated.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried.	<input type="checkbox"/>	<input type="checkbox"/>		Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>		Serving utensils on self-serve areas are exchanged frequently.	<input type="checkbox"/>	<input type="checkbox"/>	

Small equipment (including trays) are inverted, covered, or otherwise protected from contamination when stored.	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.	<input type="checkbox"/>	<input type="checkbox"/>	
All pieces of equipment are clean to sight and touch including can opener and slicer.	<input type="checkbox"/>	<input type="checkbox"/>		Exhaust hood and filters are clean.	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 145-165° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding unit is clean.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		First & last food temperature are taken & recorded each day.	<input type="checkbox"/>	<input type="checkbox"/>	

Cold Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Refrigerators & freezers are kept clean and organized.	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of cold food being held is at or below 41° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>		Food is stored and rotated to maintain FIFO	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing as needed.	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration at 200 ppm.	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	

All chemicals are properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
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Point of Sale

	Yes	No	Corrective Action		Yes	No	Corrective Action
Meals counted are those that meet the meal pattern requirements.	<input type="checkbox"/>	<input type="checkbox"/>		Point of sale computer is clean (including cables, drawer, bar code reader, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
Cashier is signing the cashier's report & edits checks each day.	<input type="checkbox"/>	<input type="checkbox"/>		Bank deposit slips are being matched to the daily reports.	<input type="checkbox"/>	<input type="checkbox"/>	
Cash drawers are secured overnight and during the day	<input type="checkbox"/>	<input type="checkbox"/>		The cashiers are being rotated frequently and cashier paperwork is completed properly.	<input type="checkbox"/>	<input type="checkbox"/>	
Cash management guidelines are followed as stated in the E-trion handbook	<input type="checkbox"/>	<input type="checkbox"/>		Charging guidelines and negative balance guidelines are followed	<input type="checkbox"/>	<input type="checkbox"/>	
Each cashier has their own POS ID number .	<input type="checkbox"/>	<input type="checkbox"/>		Employee meal and a-la-carte sales are properly entered.	<input type="checkbox"/>	<input type="checkbox"/>	

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors are well-sealed, & have a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	
There is a regular schedule of pest control by licensed pest control operator.	<input type="checkbox"/>	<input type="checkbox"/>		Outside doors & windows are closed (except if screens are provided).	<input type="checkbox"/>	<input type="checkbox"/>	

Kitchen & Serving Line

	Yes	No	Corrective Action		Yes	No	Corrective Action
Menu boards and signs are properly displayed.	<input type="checkbox"/>	<input type="checkbox"/>		Nondiscrimination posters and health inspections are posted.	<input type="checkbox"/>	<input type="checkbox"/>	
Food permit posted (inspection report).	<input type="checkbox"/>	<input type="checkbox"/>		Well organized.	<input type="checkbox"/>	<input type="checkbox"/>	
Attractive displays, no handwritten signs.	<input type="checkbox"/>	<input type="checkbox"/>		No non-kitchen staff allowed in kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	
Tray slides wiped clean.	<input type="checkbox"/>	<input type="checkbox"/>		Work area neat & well organized.	<input type="checkbox"/>	<input type="checkbox"/>	
Counters not cluttered.	<input type="checkbox"/>	<input type="checkbox"/>		Recipes are available in use by all employees.	<input type="checkbox"/>	<input type="checkbox"/>	
Check production records to ensure all choices are being offered.	<input type="checkbox"/>	<input type="checkbox"/>		Good overall general first impression of kitchen.	<input type="checkbox"/>	<input type="checkbox"/>	
Production records are completed.	<input type="checkbox"/>	<input type="checkbox"/>		Old production records are filed.	<input type="checkbox"/>	<input type="checkbox"/>	

Kitchen Safety

	Yes	No	Corrective Action		Yes	No	Corrective Action
Light shields clean with no cracks or breaks.	<input type="checkbox"/>	<input type="checkbox"/>		Electric cords, plugs, outlets in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
No extension cords utilized.	<input type="checkbox"/>	<input type="checkbox"/>		All equipment unplugged before cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	
Employees understand what to do in the case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>		All guards & shields are used when operating & cleaning equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
Protective gloves and goggles are worn when cleaning equipment.	<input type="checkbox"/>	<input type="checkbox"/>		Floors are clean & dry, food spills cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	
Accident reports are completed in all cases.	<input type="checkbox"/>	<input type="checkbox"/>		Floor mats or nonskid strips are placed around sinks as needed.	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles are clear of boxes, broom and mop handles.	<input type="checkbox"/>	<input type="checkbox"/>		Freezer condensers & floors are free of ice buildup.	<input type="checkbox"/>	<input type="checkbox"/>	
Knives are sharp and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>		Knives used, washed and stored properly.	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are using proper lifting techniques.	<input type="checkbox"/>	<input type="checkbox"/>		Kitchen back door is locked at all times.	<input type="checkbox"/>	<input type="checkbox"/>	
Short step ladder is available & in good condition.	<input type="checkbox"/>	<input type="checkbox"/>		All cleaning chemicals are used and stored properly.	<input type="checkbox"/>	<input type="checkbox"/>	

<p>HACCP book available & up to date. HACCP book reviewed with new employees.</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>MSDS is up to date. Employees know location of book</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Cutting gloves are in use when handling a knife, slicer, or any sort of blade.</p>	<input type="checkbox"/>	<input type="checkbox"/>		<p>All light in walk in freezer, cooler, and kitchen areas are shielded.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist for Review of Food Safety System and Plan continued

3. Describe the strengths or weaknesses with the current monitoring or recordkeeping methods.

Good consistency with staff on regular bases

4. Who is responsible for verifying that the required records are being completed and properly maintained?

Manager of school

5. Describe the training that has been provided to support the food safety program.

FSB, HACCP, ongoing training onsite with supervisors

6. Do the managers and staff demonstrate knowledge of the plan?

Yes

7. Have there been any changes to the menu or operation (new equipment, new state Food Code, etc.)

8. Was the plan modified because of these changes?

Food Safety Training Plan and Record

INSTRUCTIONS:

- List all employees and complete food safety training information for each person.
- "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 Survival = FSS, Food Service Sanitation = SAN, ServSafe = SRV, Locally developed class = LDC
- Retain this record 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					Class Date Mo./Yr.
						Circle or Highlight Class Name Abbreviation					
1.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
2.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
3.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
4.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
5.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
6.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
7.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
8.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
9.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
10.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
11.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
12.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
13.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
14.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
15.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
16.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	

17.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
18.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
19.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	
20.						FSB <input type="checkbox"/>	FSS <input type="checkbox"/>	SAN <input type="checkbox"/>	SRV <input type="checkbox"/>	LDC <input type="checkbox"/>	

SECTION 7:

Review of Food Safety System and Plan

The District office team will review the facility's food safety system and plan at the beginning of each school year and when any significant changes occur in the operation. The 2-page Checklist for Review of Food Safety System and Plan included in section 6 will be used for the review process.

FOOD RECALL ACTION CHECKLIST

PART I: RESPONSIBILITIES AT THE ADMINISTRATIVE LEVEL

TASK	PERSON RESPONSIBLE	COMPLETION DATE
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- 1) Have a copy of the district's standard operating procedure related to food recalls. Each school district has been requested to provide Food Recall Contact information to Child Nutrition & Wellness, KSDE.
- 2) Review the food recall notice. Determine the problem as stated in the recall. Review specific directions in the communication(s). Determine actions that must be taken.
- 3) Communicate the food recall notice to school sites and document that the recall notice was received at each site. 4) Collect health-related information needed for public communications for Class 1 or Class 2 recalls. The following information will need to be collected and documented in writing:
 - * Determination of when the product was served, to whom it was served (classes), and date(s) served.
 - * Report of health problems that may be related to the recalled product (if it has been served) including physical symptoms of illness and any actions taken.
- 5) Work with the school district public communications contact person. Provide:
 - * Copies of the food recall notice; * Press releases:
 - * Any additional information related to the food recall;
 - * Information on whether the product has been used and served including, to whom and the date of service; and reports of potential adverse health risks related to the recalled product.
- 6) Identify and record whether any of the product was received in the district, locate the recalled food product by site, and verify that the food item bears the product identification code(s) and production date(s) listed in the recall notice.
- 7) Obtain accurate inventory counts of the recalled product from every school site including amount in inventory and amount used.
- 8) Account for all of the recalled food by verifying inventory counts against records of food received at the sites.
- 9) Confirm that school sites have segregated and secured the recalled food product.
- 10) Conform to the recall notice using the following steps:

- * Report quantity and site where product is located to distributor for collection.
- * Determine if the food is to be returned (to whom) or destroyed (by whom)
- * Notify site personnel of procedures, dates, etc. to be followed for collection or destruction of food product.
- * If the product is to be destroyed, confirm that written notification is on file
- * Consolidate documentation from all sites for inventory counts.
- * Document any reimbursable costs.

11) Submit necessary paperwork for reimbursement of food costs.

12) Complete and maintain all required documentation related to the recall. (Recall notice and communication about the product. Records of how food product was returned or destroyed. Reimbursable Costs.)

13) Maintain copies of all communications received or sent in relation to the food recall for three years plus the current year.

14) Maintain copies of all information provided to public communication contact person, other media contact(s) and the public; adverse health reports and action taken for three years plus the current year.