



## **Field Trip Procedure (Agency Inserts Procedure or Instructions)**

### **Field Trip Chaperone Will:**

1. Observe appropriate food handling techniques such as:
  - Keeping cold items in portable food transport units (coolers) until time of meal service.
  - Washing hands prior to distributing meals
  - Encouraging children to wash hands prior to meal service.
  - Serving meals within 4 hours of picking up meals from food service.
2. Discard ALL leftover food items immediately following the meal service.
3. Return portable cold storage units with reusable ice packs and other equipment to the foodservice after returning from field trip.