Site-Specific Food Safety Plan Template for Wisconsin School Food Authorities (SFAs)

[School Nutrition Team](https://dpi.wi.gov/school-nutrition/)

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To: Food Service Directors of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs in Wisconsin

From: Jessica Sharkus, RDN, CD

 Director- School Nutrition Team

Subject: Food Safety Plan Template: An Overview

This template was developed for schools in Wisconsin to meet the United States Department of Agriculture (USDA) requirements for participation in Food and Nutrition Service (FNS) Child Nutrition Programs, including the National School Lunch Program and School Breakfast Program. USDA requires that all school food authorities (SFAs) participating in Child Nutrition Programs develop, implement, and periodically update site-specific food safety plans based on Hazard Analysis Critical Control Point (HACCP) principles. For more information on HACCP, please refer to the glossary contained in this template and review [*Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*.](https://www.fns.usda.gov/ofs/developing-school-food-safety-program-based-process-approach-haccp)

This food safety plan is based on *USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles* (June 2005), the *USDA and ICN HACCP-Based Standard Operating Procedures* (December 2016), and the Wisconsin Food Code (July 2020). The SFA may choose to be more restrictive than this code.

The site-specific food safety plan must be reviewed annually (or more frequently as needed) to keep the content current. For more information about food safety plan requirements, visit the [School Nutrition Team’s Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage. Please direct specific food safety questions to the local regulatory authority responsible for the school food authority (SFA).

Schools may choose to adapt this template or create their own food safety plan documents. If this template is used, it must be adapted for each school site preparing and/or serving food within the SFA. This template is designed to be filled in and modified electronically, printed, and kept as a hard-copy reference in a location accessible to all food handlers.

Please remember that a food safety plan is a working document. This means it should be updated as procedures change in response to menu modifications, new equipment, or other operational changes. Staff members and other food handlers should be held accountable for the procedures outlined in the site-specific food safety plan. For this reason, regular staff training and review of the food safety plan is important. When a page of the food safety plan is reviewed and updated, it is recommended to initial and date at the bottom of the page.

Food safety is everyone’s responsibility—including food service directors, managers, cashiers, servers, cooks, and dish room staff. To serve the students well, safe food handling practices are of critical importance at all times. This template can assist SFAs in fostering a culture of food safety throughout the kitchens and cafeterias serving and supporting Wisconsin students.

Food Safety Plan

Based on Process Approach to Hazard Analysis Critical Control Point (HACCP)

*Process 1, 2, and 3 Menu Items*

for

**Agency Name**: Click or tap here to enter text.

**Site Name**: Click or tap here to enter text.

**Date of Review**: Click or tap here to enter text.

If this plan requires updating, contact:

**Name**: Click or tap here to enter text.

**Phone**: Click or tap here to enter text.

**Email**: Click or tap here to enter text.

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# Program and Facility Overview

## Site Description

**School Food Authority Name**: Click or tap here to enter text.

**Name of School/Site**: Click or tap here to enter text.

**Name of Person in Charge at Site**: Click or tap here to enter text.

**Type of Site** *(check one):*

[ ]  Production Kitchen

[ ]  Satellite

#### Daily Meal Service Information

|  |  |  |
| --- | --- | --- |
| **Meal or Program** | **Number of Daily Meals Served** | **Location(s) of Meal Service** *(e.g., cafeteria, classroom, hallway)* |
| Breakfast | Click or tap here to enter text. | Click or tap here to enter text. |
| Lunch | Click or tap here to enter text. | Click or tap here to enter text. |
| Supper | Click or tap here to enter text. | Click or tap here to enter text. |
| Afterschool Snack | Click or tap here to enter text. | Click or tap here to enter text. |
| Special Milk Program | Click or tap here to enter text. | Click or tap here to enter text. |
| Wisconsin School Day Milk Program | Click or tap here to enter text. | Click or tap here to enter text. |
| Fresh Fruit and Vegetable Program | Click or tap here to enter text. |  Click or tap here to enter text. |

**Other Food Sales** *(check all that apply)*:

[ ]  A la carte sales

[ ]  In-house catering for events

[ ]  Outside catering for take-home sales or events open to the public

[ ]  Other (please specify)

## Food Service Equipment Inventory

**Instructions**: Use the chart below to list the equipment items and quantity at this site.

|  |  |
| --- | --- |
| **Type of Equipment** | **Quantity** |
| Can opener | Click or tap here to enter text. |
| Carts (metal) | Click or tap here to enter text. |
| Carts (plastic) | Click or tap here to enter text. |
| Clothes dryer  | Click or tap here to enter text. |
| Clothes washer | Click or tap here to enter text. |
| Combination oven | Click or tap here to enter text. |
| Convection oven | Click or tap here to enter text. |
| Dishmachine | Click or tap here to enter text. |
| Food processor | Click or tap here to enter text. |
| Handwashing sink | Click or tap here to enter text. |
| Heated holding cabinets | Click or tap here to enter text. |
| Heated serving units | Click or tap here to enter text. |
| Microwave | Click or tap here to enter text. |
| Milk cooler | Click or tap here to enter text. |
| Mixer | Click or tap here to enter text. |
| Reach-in freezer | Click or tap here to enter text. |
| Reach-in refrigerator/cooler | Click or tap here to enter text. |
| Slicer | Click or tap here to enter text. |
| Steam jacketed kettle | Click or tap here to enter text. |
| Steamer | Click or tap here to enter text. |
| Tilting braising skillet | Click or tap here to enter text. |
| Vertical cutter mixer (VCM) | Click or tap here to enter text. |
| Walk-in cooler | Click or tap here to enter text. |
| Walk-in freezer | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. |
| Other: Click or tap here to enter text. | Click or tap here to enter text. |

## Informing Food Handlers

**Food Handlers Working at Site** *(i.e., employee list)*

|  |  |
| --- | --- |
| **Classification** | **Number of Food Handlers** |
| Full-time employees (>20 hours/week) | Click or tap here to enter text. |
| Part-time employees (<20 hours/week) | Click or tap here to enter text. |
| Adult Volunteers | Click or tap here to enter text. |
| Student Workers | Click or tap here to enter text. |
| Substitutes (specifically for this site) | Click or tap here to enter text. |
| Substitutes (shared with other sites) | Click or tap here to enter text. |

The **person in charge** will ensure that all appropriate food handlers are knowledgeable about the menu items, the process categories, and the necessary control measures.

**Required**:

1. Providing basic food safety training for all food handlers that will utilize kitchen facility. Basic food safety training must include instruction on proper handwashing procedures.
2. Providing training for all food handlers that will utilize kitchen facility on symptoms of illness that must be reported to the person in charge which may result in exclusion or restriction of work with food. Food handlers must sign an [Employee Health Reporting Agreement](https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf) before beginning work in the food service area or with food. *https://datcp.wi.gov/Documents/foodemployeereportingagreementsupplement.pdf*
3. Providing and maintaining a comprehensive site-specific food safety plan at each site in a location accessible to food handlers.

**Additional Methods of Informing Food Handlers** *(check all that apply)*:

[ ] Posting the process charts, job aids, and other instructions in each food service location in an area accessible to food handlers.

[ ] Keeping charts and instructions with the site’s food safety plan in a three-ring binder located in an area accessible to food handlers.

[ ] Keeping menus and logs with the site’s food safety plan in a three-ring binder located in an area accessible to food handlers.

[ ]  Keeping a master copy of the food safety plan in the office of the person in charge, in addition to keeping a site-specific copy of the food safety plan in at each site

[ ]  Providing an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) to food handlers before beginning work with food. Ongoing training will be provided per annual training schedule and more frequently as needed.

[ ]  Providing appropriate instructions to food handlers on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.

[ ]  Other:

## Monitoring Responsibilities

**Person in Charge Responsibilities**

* Ensuring food handlers are properly monitoring critical control points (CCPs) at the required frequency and are completing documentation requirements.
* Monitoring implementation of standard operating procedures (SOPs) and recommending revisions.

**Food Handler Responsibilities**

* Monitoring individual CCPs in the handling and preparation of food, per SOPs.

**Designated Monitoring Responsibilities**

#### Equipment Temperatures

| **Item** | **Designated Position(s) and Back-Up** | **N/A** |
| --- | --- | --- |
| Refrigeration Units | Click or tap here to enter text. |[ ]
| Freezers | Click or tap here to enter text. |[ ]
| Milk Coolers | Click or tap here to enter text. |[ ]
| Dishmachine | Click or tap here to enter text. |[ ]
| Manual Dishwashing | Click or tap here to enter text. |[ ]
| Other:  | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]

#### Food Temperatures for TCS Foods

| **Step in Flow of Food** | **Designated Position(s) and Back-Up** | **N/A** |
| --- | --- | --- |
| Receiving | Click or tap here to enter text. |[ ]
| Preparation/Reheating | Click or tap here to enter text. |[ ]
| Transportation | Click or tap here to enter text. |[ ]
| Service  | Click or tap here to enter text. |[ ]
| Cooling | Click or tap here to enter text. |[ ]
| Other:  | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]

#### Thermometers

| **Process** | **Designated Position(s) and Back-Up** | **N/A** |
| --- | --- | --- |
| Calibration | Click or tap here to enter text. |[ ]
| Other:  | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]

#### Concentration of Sanitizing Solution

| **Sanitizer** | **Designated Position(s) and Back-Up** | **N/A** |
| --- | --- | --- |
| Manual Dishwashing | Click or tap here to enter text. |[ ]
| Dishmachine  | Click or tap here to enter text. |[ ]
| Wiping Cloth Sanitizer | Click or tap here to enter text. |[ ]
| Food Contact Surface Sanitizer | Click or tap here to enter text. |[ ]
| Other:  | Click or tap here to enter text. |[ ]
| Other: | Click or tap here to enter text. |[ ]

## Corrective Action Responsibilities

**Person In Charge Responsibilities:**

1. Implementing predetermined corrective actions for deviations from control measures, including critical control points (CCPs) and standard operating procedures (SOPs).
2. Reviewing and updating the corrective actions at least annually with the assistance of the local regulatory authority, as needed.
3. Providing training to food handlers on corrective action and documenting these actions.

**Food Handler Responsibilities:**

* Completing necessary corrective action steps in accordance with CCPs defined in SOPs, throughout the food safety plan, and as directed by the person in charge through ongoing training.
* Documenting any corrective actions taken with particular attention to actions taken related to CCPs.

# Summary of Corrective Action for Critical Control Points

### Cooking –

**Situation**: *If food does not reach the minimum internal temperature required by Wisconsin Food Code within the time specified on the recipe or manufacturer’s instructions…*

**Appropriate Corrective Actions**:

**If no real problem is suspected:**

* Extend heating/cooking time.
* Train food handlers to check internal temperatures of products rather than relying on time alone.

**If thermometer inaccuracy is suspected:**

* Calibrate the thermometer and retest product.
* Establish and follow SOP for calibrating thermometers.
* Train food handlers to calibrate thermometers properly per SOP.

**If oven malfunction is suspected:**

* Use an appropriate thermometer to check the internal temperature of the oven.
* Complete a work order for maintenance to check the equipment. Contact manufacturer’s representative to make appointment for repairs.
* If equipment is malfunctioning, stop using equipment until repaired.

### Cooling –

**Situation**: *If hot food is not cooled from 135°F to 70°F or lower in less than 2 hours …*

**Appropriate Corrective Action:** Reheat to 165oF for 15 seconds and start the cooling process again using more effective cooling methods.

**Situation**: *If hot food is not cooled to 41°F or lower in less than 6 hours …*

**Appropriate Corrective Action:** Reheat to 165oF for 15 seconds and start the cooling process again using more effective cooling methods.

**Situation**: *If hot food remains above 70°F and it is 2 hours or more into the cooling process…*

**Appropriate Corrective Action**: Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item.

**Situation**: *If hot food remains above 41°F and it is 6 hours or more into the cooling process…*

**Appropriate Corrective Action**: Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item.

### Reheating –

**Situation**: *If a previously cooled food is not reheated to 165oF within 2 hours…*

**Appropriate Corrective Action:** Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item.

### Hot Holding –

 **Situation**: *If hot food being held is below 135oF….*

**Appropriate Correction Actions**:

 **If thermometer inaccuracy is suspected**:

* Calibrate the thermometer and retest product.
* Document on appropriate log, as specified by SOP.
* Train food handlers to calibrate thermometers per SOP.

**If thermometer is calibrated**:

* If food has been below 135 oF for 2 or more hours, or an unknown amount of time then discard the food.
* If the food has been below 135 oF for less than 2 hours, the reheat to 165 oF for 15 seconds and then hold above 135 oF.

**If hot holding equipment malfunction is suspected**:

* Use an appropriate thermometer to check the internal temperature of the hot holding equipment.
* Complete a work order for maintenance to check the equipment. Contact manufacturer’s representative to make appointment for repairs.
* If equipment is malfunctioning, stop using equipment until repaired.
* If food has been below 135 oF for 2 or more hours, or an unknown amount of time then discard the food.
* If the food has been below 135 oF for less than 2 hours, the reheat to 165 oF for 15 seconds and then hold above 135 oF.

### Cold Holding –

 **Situation**: *If cold food being held is above 41oF…*

 **Appropriate Corrective Actions**:

 **If thermometer inaccuracy is suspected**:

* Calibrate the thermometer and retest product.
* Establish and follow SOP for calibrating thermometers.
* Train food handlers to calibrate thermometers per SOP.

**If thermometer is calibrated**:

* If food has been above 41°F for 2 or more hours, or an unknown amount of time then discard the food.
* If the food has been above 41°F for less than 2 hours, then chill to 41°F or below and then hold below 41°F.

**If cold holding equipment malfunction is suspected:**

* Use an appropriate thermometer to check the internal temperature of the cold holding equipment.
* Complete a work order for maintenance to check the equipment. Contact manufacturer’s representative to make appointment for repairs.
* If equipment is malfunctioning, stop using equipment until repaired.
* If food has been above 41°F for 2 or more hours, or an unknown amount of time then discard the food.
* If the food has been above 41°F for less than 2 hours, then chill to 41°F or below and then hold below 41°F.

### Time as a Public Health Control –

**Situation**: *If hot food being held is below 135oF…*

**Appropriate Correction Actions**:

 **If time is used as a public health control**:

* Food must be held at 135°F or greater prior to removal from temperature control.
* Maintain record that shows the time and the temperature of the food when it was removed from temperature control.
* Document on appropriate log, as specified by SOP.
* Discard any product not served within 4 hours after removal from temperature control. Document time of discard.

**Situation**: *If cold food If cold food being held is above 41oF…*

 **Appropriate Corrective Actions**:

 **If time is used as a public health contro**l:

* Food must be held at 41°F or less prior to removal from temperature control.
* Food must have label specifying time the item must be discarded.
* Maintain record that shows the time and the temperature of the food when it was removed from temperature control.
* Document on appropriate log, as specified by SOP.
	+ **4-Hour Method**: Discard any product not served within 4 hours after removal from temperature. Document time of discard.
	+ **6-Hour Method**: If the temperature exceeds 70°F at any point during service, discard food and document time of discard. Discard any product not served within 6 hours after removal from temperature control. Document time of discard.

## Procedures for Categorizing Menu Items

Follow procedures listed below to categorize all menu items served as Process 1, Process 2, or Process 3. Categorizing menu items by process should be an ongoing procedure to reflect any changes to the menu.

**Individual Responsible for Updating Menu**:

Click or tap here to enter text.

## Descriptions of Process 1, 2, and 3

**Process 1 (No Cook)** items do not go through the temperature danger zone (41°F to 135°F). Process 1 items are not cooked.

**Process 2 (Same Day)** items take one trip through the temperature danger zone (41°F to 135°F). After being cooked and served, leftover Process 2 items are discarded—not cooled and used at a later date.

**Process 3 (Complex)** items take at least two trips through the temperature danger zone (41°F to 135°F). Process 3 items are cooked, cooled, and served OR are cooked, cooled, reheated, and served.



## Procedures for Categorizing Menu Items

1. Include the menu items for ALL Child Nutrition Programs (lunch, breakfast, afterschool snack, supper, Special Milk Program, Fresh Fruit and Vegetable Program, and Wisconsin School Day Milk Program).
2. Categorize ALL menu and a la carte items according to preparation method. Put an asterisk (\*) by those items that are Time/Temperature Control for Safety Food (TCS). See glossary for definition of TCS.
3. Abbreviate the number of items on the list by grouping like items (e.g., fresh fruit, canned fruit, heated vegetables, pre-cooked chicken products, pre-packaged snacks). However, all TCS foods should be listed separately. An example is listing cut melon separately from “fresh produce.”
4. List combination dishes, such as casseroles, separately due to differences in ingredients and preparation methods.
5. List menu items in one category only. If a heated item is occasionally used as a leftover, then the item should be listed in Process 3. Special circumstances, such as an emergency, that would require a food item that is normally not cooled and reheated to be reheated and served at a later date, does not mean it would need to be categorized as Process 3. Categorize items into the single category that best fits how they are normally prepared.
6. Check one of the below instructions that reflects the menu structure at this site:

[ ]  **A cycle menu is used**. The person in charge determines the appropriate process category for each menu item when writing the food safety plan and lists all menu items in the chart for menu item categorization by process.

[ ]  **The menu varies from one period to the next**, so the menu items in one month’s menu are categorized in the chart for menu item categorization by process. Menu items will be continually added to the chart as each monthly menu is reviewed until the list is complete. Menu items categorized by Processes 1, 2, or 3

## Chart: Menu Items Categorized by Process 1, 2, or 3

**Instructions**: To meet USDA requirements, this chart must be completed to include all menu and a la carte items.

|  |  |  |
| --- | --- | --- |
| **Process 1**(no cook) | **Process 2**(heat and serve the same day) | **Process 3**(complex food preparation) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## Critical Control Points for HACCP Process 1, 2, and 3 Menu Items

**Process 1 = No Cook**

**Critical Control Points**:

* Cold holding or limiting time TCS food is in the temperature danger zone (41-135F) to inhibit bacterial growth and toxin production
	+ Critical limit: hold cold TCS foods at or below 41F

**Process 2 = Heat and Serve Same Day**

**Critical Control Points**:

* Cooking to destroy bacteria and other pathogens
	+ Critical limit: cook TCS food to appropriate minimum internal cooking temperature
* Hot holding or limiting time TCS food is in the temperature danger zone (41-135F) to prevent outgrowth of spore-forming bacteria
	+ Critical limit: hold hot TCS food at or above 135F

**Process 3 = Complex Food Preparation** (Heat, Cool, Reheat, Serve)

**Critical Control Points**:

* Cooking to destroy bacteria and other pathogens
	+ Critical limit: cook TCS food to appropriate minimum internal cooking temperature
* Cooling to prevent outgrowth of spore-forming bacteria
	+ Critical limit: cool hot TCS foods to 41F or less within 6 hours by first cooling to 70F within 2 hours, then from 70F to 41F or lower in the remaining 4 hours
* Hot and cold holding or limiting time TCS food is in the temperature danger zone (41-135F) to prevent outgrowth of spore-forming bacteria
	+ Critical limit: hot hold TCS food at or above 135F
	+ Critical limit: cold hold TCS foods at or below 41F
* Reheating for hot holding, if applicable
	+ Critical limit: reheat TCS food for hot holding to an internal temperature of at least 165F for 15 seconds within 2 hours from the start of the reheating process
	+ Critical limit: reheat commercially processed and packaged ready-to-eat food to an internal temperature of at least 135F, or to the minimum internal temperature recommended by the manufacturer.

## General Standard Operating Procedures (SOPs) and Those Specific to Processes 1, 2, and 3

**General Standard Operating Procedures and Those Specific to Process 1:**

SOP 1: Handwashing

SOP 2: Food Handler Health, Personal Cleanliness, and Hygienic Practices

SOP 3: No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use

SOP 4: Non-Food Service Staff and Other Visitors in Food Service

SOP 5: Using and Calibrating Food Thermometers

SOP 6: Facility and Equipment Maintenance

SOP 7: Approved Food Sources

SOP 8: Handling a Food Recall

SOP 9: Receiving Deliveries

SOP 10: Storing Food

SOP 11: Date Marking

SOP 12: Storing and Using Chemicals

SOP 13: Preventing Cross-Contamination During Storage and Preparation

SOP 14: Washing and Handling Fresh Fruits/Vegetables

SOP 15: Thawing TCS Foods

SOP 16: Controlling Time and Temperature During Preparation

SOP 18: Holding Time/Temperature Control for Safety Food (TCS)

SOP 22: Transporting Food to Satellite Kitchens

SOP 23: Serving Food

SOP 24: Preventing Cross-Contamination at Food Bars/Self Service

SOP 25: Cleaning and Sanitizing Food Contact Surfaces

SOP 26: Wiping Cloths

SOP 27: Allergens

SOP 28: Food Safety in Emergency Situations or Early School Closures

SOP 29: Cleaning and Disinfecting Body Fluid Spills

**Standard Operating Procedures Specific to Process 2**:

SOP 17: Cooking TCS Food

SOP 19: Reheating Fully Cooked, Commercially Processed, TCS Food

**Standard Operating Procedures Specific to Process 3**:

SOP 20: Cooling TCS Food

SOP 21: Reheating TCS Food

## Minimum Internal Cooking Temperatures

|  |  |  |
| --- | --- | --- |
| **Food Item** | **Minimum Required Temperature***for at least 15 seconds, unless otherwise specified* | **Example(s)** |
| Leftovers containing TCS food | **165oF** | Reheated macaroni and cheese, lasagna made with leftover beef |
| Poultry, raw | **165oF** | Whole bird, legs, thighs, wings, breast, ground |
| Ground meat, raw | **155oF** | Ground beef, ground sausage |
| Injected or mechanically tenderized meat | **155oF** | Brined ham, flavor-injected roasts  |
| Fish, raw | **145oF** | Raw tilapia filets |
| Beef, raw | **145oF** | Whole muscle steak and beef roast |
| Pork, raw | **145oF** | Pork chops |
| Shell eggs that will be served immediately | **145oF** | Shell eggs cooked to order |
| Shell eggs that will be hot held | **155oF** | Hot held scrambled eggs made from raw shell eggs |
| Commercially processed, fully-cooked meat, fish, or poultry for hot holding | **135oF for no minimum time***unless otherwise specified by manufacturer* | Cooked turkey roast, pre-cooked fish patties, chicken nuggets |
| Plant foods cooked for hot holding | **135oF for no minimum time** | Steamed frozen broccoli, baked apples, whipped potatoes, refried beans, rice, pasta |

**Note**: *These temperatures meet the requirements of the Wisconsin Food Code. Schools may set higher temperatures to meet customer expectations for food temperatures, especially if products are held or transported. Care should be taken to maintain the quality of food products by not subjecting food items to temperature abuse. Change the temperatures to reflect the school agency practices and use the chart as a job aid.*

### Alternative Printable References

Alternative printable references for minimum internal cooking temperatures can be found at the links below. Choose a temperature chart that is most appropriate for each school. Print and post several charts around the kitchen as reminders of the required temperatures for various food items. Be sure that the posted charts provide guidance on all menu items prepared in that specific kitchen.

[Wisconsin Food Code Fact Sheet for Cooking TCS Foods](https://datcp.wi.gov/Documents/PHFHoldingFactSheet.pdf) *https://datcp.wi.gov/Documents/PHFHoldingFactSheet.pdf*

[FoodSafety.gov Safe Minimum Cooking Temperatures](https://www.foodsafety.gov/keep/charts/mintemp.html) *https://www.foodsafety.gov/keep/charts/mintemp.html*

[USDA Safe Minimum Internal Temperature Chart](https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/safe-minimum-internal-temperature-chart/ct_index)

*https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/safe-minimum-internal-temperature-chart/ct\_index*

[ServSafe Cooking Requirements for Specific Types of Food](https://www.servsafe.com/ServSafe/media/ServSafe/Documents/Time-and-Temperature-Control.pdf) *https://www.servsafe.com/ServSafe/media/ServSafe/Documents/Time-and-Temperature-Control.pdf*

# Recordkeeping Responsibilities

**Person In Charge Responsibilities**

* Overseeing recordkeeping processes and ensuring thorough records are kept and retained in the specified location.
* Training food handlers on the use and importance of recording critical information.

**Food Handler Responsibilities**

* Completing all assigned recordkeeping duties.

## Recordkeeping Procedures

* Appropriate forms/logs will be selected and adapted for use at school site.
* All forms/logs will be kept in designated area in food service location, unless otherwise specified on school site’s SOP.
* All forms/logs will be replaced as needed and food handlers will know where to find blank replacement forms.
* All completed forms will be kept in *(specify location)*

## Maintenance of Records

* Records will be completed according to the frequencies specified in the documentation (recordkeeping) schedule below and will be retained for the time periods specified in the Food Safety Records Retention Policy.

## Documentation (Recordkeeping) Creation Requirements

### Food Handler/Employee Health Documentation –

* Employee Health Reporting Agreement: Upon employment or before volunteering

### Product/Item Records –

* Food Recalls: For each instance
* Cooling Temperature Study: For each Process 3 menu item
* Damaged or Discarded Product Log: For each instance

### Temperature Records –

* Receiving Temperatures: Each delivery
* Food Transport Temperatures: Each delivery
* Heating/Holding/Serving Temperatures of TCS Foods: Each day items are heated, held, or served
* Cooler/Refrigerator/Freezer Temperature Log: Daily
* Thermometer Calibration Log: Per food safety plan and applicable SOPs
* Dismachine Temperature Log: Each day machine is operated

### Chemical Concentration Records –

* Manual Dishwashing: Each meal service
* Low Rinse Temperature/Chemical Dishmachine: Each day machine is operated

### Training –

* New Food Handler Orientation Agreement: Prior to start date/time
* Food Safety Training Plan and Record: On-going

### Corrective Action –

* Corrective Action Records: As necessary

## Food Safety Records Retention Policy

**Instructions**: Fill out the information below and use as a reference for records retention of food safety-related monitoring logs/records. Specify how long each type of log or record will be retained.

**Temperature Logs and Records for Food and Equipment** *(check one)*:

 [ ]  One school year from the date of the second annual food safety inspection

*(DPI and sanitarian recommendation)*

 [ ]  Other *(must at least meet USDA minimum of 6 months)*: Click or tap here to enter text.

**Thermometer Calibration Logs** *(check one)*:

 [ ]  One school year from the date of the second annual food safety inspection

*(DPI and sanitarian recommendation)*

 [ ]  Other *(must at least meet USDA minimum of 6 months)*: Click or tap here to enter text.

**Sanitizer Concentration Logs** *(check one)*:

[ ]  One school year from the date of the second annual food safety inspection

*(DPI and sanitarian recommendation)*

 [ ]  Other *(must at least meet USDA minimum of 6 months)*: Click or tap here to enter text.

**Dishmachine Temperature and/or Sanitizer Concentration Logs** *(check one)*:

***Note****: Dishmachine monitoring information varies by type of machine used.*

 [ ]  One school year from the date of the second annual food safety inspection

*(DPI and sanitarian recommendation)*

 [ ]  Other *(must at least meet USDA minimum of 6 months)*: Click or tap here to enter text.

**Damaged/Discarded Product Logs** *(check one)*:

 [ ]  One school year from the date of the second annual food safety inspection

*(DPI and sanitarian recommendation)*

 [ ]  Other *(must at least meet USDA minimum of 6 months)*: Click or tap here to enter text.

**Production Records** *(check one)*:

[ ]  Three years plus the current school year. *(These records must be retained because they support that meal pattern requirements were met.* ***Minimum*** *retention per USDA regulations.)*

[ ]  Other *(must at least meet USDA minimum):* Click or tap here to enter text.

**Food Transport Logs** *(check one)*:

***Note****: Only applies if meals are being transported to satellite locations.*

[ ]  Three years plus the current school year because records are the documentation supporting that meal pattern requirements were met

*(****minimum*** *required by USDA regulations)*

[ ]  One school year from the date of the second annual food safety inspection because other documentation supporting that meal pattern requirements were met is available *(DPI recommendation)*

 [ ]  Other *(must at least meet USDA minimum)*: Click or tap here to enter text.

 [ ]  Not Applicable

**Training Logs for Food Handlers** *(check one)*:

[ ]  Three years plus the current school year because records support professional standards requirements (**minimum** required by USDA regulations)

 [ ]  Other (must at least meet USDA minimum):

# Standard Operating Procedures (SOP)

**Instructions**: The prototype SOPs listed below were adapted for use within Wisconsin school food authorities. Modifications should be made for each serving site based on the specific school’s procedures. Any SOPs that do not apply to the school site should be omitted from the school’s food safety plan. Additionally, any SOPs not listed in this index that are relevant to the school’s procedures should be developed and added to the food safety plan.

## SOP 1: Handwashing

**Purpose:** To prevent foodborne illness caused by contaminated hands.

**Procedures:**

* Food handlers who prepare and/or serve food receive training on handwashing. The person responsible for providing handwashing training is:

Training will include (*Check all that apply)*:

[ ] Viewing a video

[ ] Demonstration of proper hand cleaning procedures

[ ] Other effective training method.

Describe: Click or tap here to enter text.

* Hand cleaning signs are posted in language(s) understood by all food handlers near all handwashing sinks in food preparation, service areas, and in restrooms.
* Designated handwashing sinks are used for handwashing only. Food preparation, utility, and dishwashing sinks are not used for handwashing.
* Handwashing sinks are supplied with warm running water, soap, and single-use paper towels. A waste container is provided at each handwashing sink. Note: Warm air hand dryers are allowed in restrooms only.
* Handwashing sinks are accessible anytime food handlers preparing or serving food are present.
* Correct handwashing includes cleaning the backs of hands, palms and forearms; between fingers; and under fingernails using warm water and soap. Hands are washed and thoroughly dried:
* Before starting work.
* Immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles
* As often as necessary during food preparation to remove soil and contamination and to prevent cross-contamination when changing tasks
* Before putting on or changing gloves for working with food
* After using the restroom
* After sneezing, coughing, or using a handkerchief or disposable tissue
* After using tobacco, eating, or drinking
* After touching hair, face, body, or clothing
* When changing tasks – of special concern is switching from working with raw food and working with ready-to-eat food, and after handling dirty dishes before handling clean dishes
* After any clean up activity such as sweeping, mopping, or wiping counters
* After touching soiled dishes, equipment, or utensils
* After handling trash
* After handling chemicals
* After handling money
* After touching engaging in other activities that contaminates hands

**Food handlers follow proper handwashing procedures as indicated below**:

1. Rinse hands and exposed portions of arms under clean, running warm water (at least 100 ºF).
2. Apply an amount of cleaning compound recommended by the cleaning compound manufacturer.
3. Rub hands together vigorously for at least 10 to 15 seconds while –
	* Paying particular attention to removing soil underneath the fingernails.
	* Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, fingertips, and the areas between the fingers.
4. Thoroughly rinse under clean, running warm water.
5. Immediately follow the cleaning procedure with thorough drying using a method as specified in the current Wisconsin Food Code.
6. After washing hands, use disposable paper towels (or similar clean barriers) when touching surfaces such as manual operated faucet handles on a handwashing sink or the handles of a restroom door to avoid re-contaminating hands or surrogate prosthetic devices.

**Note**: Follow current Wisconsin Food Code pertaining to hand antiseptic used as a topical application, a hand antiseptic solution used as hand dip, or a hand antiseptic soap. Hand sanitizers are not intended to replace soap in the handwashing process. The Wisconsin Food Code does not require the use of hand sanitizers.

**Monitoring and Recordkeeping:**

* The person in charge will observe handwashing practices of food handlers and will ensure that all handwashing sinks are properly supplied and accessible during all hours of operation.

**Corrective Action:**

* Food handlers observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands and will be retrained on proper handwashing.

* Additional/Alternative Corrective Action *(describe)*: Click or tap here to enter text.

## SOP 2: Food Handler Health, Personal Cleanliness, and Hygienic Practices

**Purpose:** To prevent contamination by food handlers.

**Procedures:**

Food Handler Health

* The person in charge will require food handlers to report information about their health and activities as they relate to diseases that are transmissible through food. All food handlers shall report such information in a manner that allows the person in charge to reduce the risk of foodborne disease transmission, including providing necessary additional information about the date of onset of symptoms and illness, or of a medical diagnosis without symptoms.

The person responsible for receiving and managing these symptom and disease reports is: Click or tap here to enter text.

* The food handler must report the following health conditions to the person in charge:
	+ Any of the following symptoms:
		- Vomiting
		- Diarrhea
		- Jaundice
		- Sore throat with fever
	+ Lesions containing pus, such as boil or infected wound that is open or draining and is:
		- on the hand or wrists (unless an impermeable cover such as a finger cot or stall protects the lesion
		- and a single-use glove is worn over the impermeable cover), or
		- on exposed portions of the arms (unless the lesion is protected by an impermeable cover), or
		- on other parts of the body (unless the lesion is covered by a dry, durable tight-fitting bandage)
	+ Illness diagnosed by a health practitioner due to:
		- Norovirus
		- Hepatitis A virus
		- Shigella spp.
		- Shiga Toxin-Producing Escherichia Coli
		- Salmonella (nontyphoidal)
		- Typhoid fever (caused by SalmonellaTyphi)
	+ Having Typhoid fever, diagnosed by a health practitioner, within the past 3 months without having received antibiotic therapy, as determined by a health practitioner.
	+ Exposure to, or the suspected source of, a confirmed disease outbreak because the food handler consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by an individual who is infected or ill as specified in the Wisconsin Food Code.
	+ Exposure by attending or working in a setting where there is a confirmed disease outbreak.
	+ Living in the same household as, and having knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak
	+ Living in the same household as, and having knowledge about, an individual diagnosed with an illness caused by specified virus and bacteria, per current Wisconsin Food Code.
* The person in charge will take appropriate action, as specified by the current Wisconsin Food Code, to:
* Notify the local regulatory authority when a food handler is jaundiced or diagnosed with an illness due to specific pathogens stated in Wisconsin Food Code or on local regulatory authority’s list of communicable diseases that are transmitted through food.
* Prohibit an applicant from becoming a food handler if they exhibit or report a symptom, or who reports a diagnosed illness as specified by the Wisconsin Food Code until they meet the criteria for specific symptoms or diagnosed illness.
* Exclude or restrict food handlers who exhibit or report certain symptoms, or who report a diagnosed illness or a history of exposure.
* Remove, adjust, or retain, excluded and restricted food handler as stated in current Wisconsin Food Code and/or advised by environmental health specialist who conducts health inspections.
* Restrict food handlers experiencing persistent sneezing, coughing, or a runny nose that caused discharges from eyes, nose, or mouth to work with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single use articles.
* Apply Wisconsin Food Code reporting, exclusions, restrictions, limitations, and removal to all food handlers who assist with any phase of food preparation, service and clean up. The policy also applies to all visitors, vendors, and those who are on site in an official capacity.

Personal Cleanliness & Hygienic Practices

* Every food handler is required to:
* Report to work in clean outer clothing to prevent contamination of food, equipment, utensils, linens, and single-service or single-use items.
* Wear closed-toe shoes.
* Put on clean apron and change it when it becomes soiled.
	+ Wear apron only while at work in food service areas (not worn to and from work).
	+ Remove apron before using the restroom, going on break, or handling trash.
* Wear hairnets, hats, scarves, beard nets, or other designated hair restraints that are designed and worn to effectively keep hair controlled. This does not apply to those who serve wrapped products or meals that present a minimal risk of contamination.
* Keep hands and exposed portions of arms clean.
* Clean hands and exposed portions of forearms, including surrogate prosthetic devices for hands or arms, for at least 20 seconds with a cleaning compound in a handwashing sink that is properly equipped per specifications in the current Wisconsin Food Code. Refer to “Handwashing” SOP (#1).
* Keep fingernails trimmed, filed, and maintained so that the edges and surfaces are cleanable and smooth. It is a best practice to prohibit food handlers from wearing nail polish or artificial nails when working with food.
* Limit jewelry on arms or hands to a plain-banded ring only. Bracelets and other jewelry on arms and hands are not worn when preparing food. It is a best practice to limit food handlers from wearing necklaces or earrings that pose a risk of contaminating food.
* Store personal clothing and personal items in designated location(s) so these items are kept away from food-handling and storage areas. Change clothes only in designated room or area, as specified by the person in charge. The changing areas must be separate from food, clean equipment, and linen.
* Treat and bandage any cut, abrasion, or burn that has broken the skin immediately. It is a best practice to report any injuries to the person in charge immediately so proper reporting procedures can be followed. Any cuts, wounds, or open sores on hands or wrist must be completely covered by waterproof bandage. When hands or fingers are bandaged, single-use gloves must be worn. Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves. It is a best practice to require food handlers to immediately report any injuries to the person in charge so that appropriate accident reporting procedures can be followed.
* Eat, drink, or chew gum only in designated areas where the contamination of exposed food clean equipment, utensils, and linens; unwrapped single-service and single-use articles; or other items needing protection cannot result. Food handlers may drink from a closed beverage container if the container is handled to prevent contamination of the food handler’s hands, the container, and exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles.
* Refrain from use of any tobacco products, as required by school agency policy.
* Taste food(s) using the following procedures:
1. Place a small amount of food into a separate container.
2. Step away from exposed food and food contact surfaces.
3. Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting unless washed, rinsed, and sanitized.
4. Wash hands immediately.

**Monitoring and Recordkeeping:**

* The person in charge will inspect food handlers when they report to work and will observe food handlers during hours of operation to verify adherence to the food handler health and personal hygiene policies.
* Any food discarded due to contamination by food handlers will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.

**Corrective Action:**

* Food handlers who are not in compliance will be retrained. The incident will be reported to the person in charge. Immediately exclude or restrict food handler per conditions described in the above Food Handler Health section. The local regulatory authority will be contacted to obtain assistance, if needed. Any affected food will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 3: No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use

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

**Procedures**:

* Bare hand contact is not permitted when handling ready-to-eat foods at any time.
* Management will provide education and enforcement of the no bare hand contact requirement and proper glove use.
* Suitable utensils/supplies are used when handling ready-to-eat food which may include *(Check those that apply)*:

[ ]  Single-use gloves

[ ]  Deli tissue

[ ]  Foil wrap

[ ]  Tongs, spoodles, spoons, and spatulas

* Use gloves for when handling any ready-to-eat foods, including during mixing foods, deli sandwich assembly, prep work, and handling ready-to-eat produce. Gloves are not required to be worn when washing fruits and vegetables, however proper handwashing procedures must be followed before washing produce.
* Gloves shall be worn to cover non-infected hand abrasions or any rashes on hand or forearms.
* Wash and dry hands before putting on gloves and after discarding gloves.
* Use only single-use gloves that are food grade, latex free, powder free, and are stored and properly dispensed to prevent contamination.
* Use appropriate size of gloves to ensure proper fit.
* Inspect gloves before use to ensure gloves are intact, without tears or imperfections.
* Discard gloves when they are torn, damaged, or soiled. Gloves may not be washed and continued to be worn—soiled gloves must be discarded and replaced with clean gloves after proper handwashing.
* Wash hands after removing gloves.
* Change gloves whenever an activity or workstation change occurs, or whenever the gloves become contaminated such as:
* 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.
	+ After sneezing, coughing, touching of hair or face, and touching clothing
* No reuse of gloves after they have been removed.
* Cover infected area (red, swollen, warm, or pus-forming) on hands with an impermeable cover and wear a single-use glove. Refer to “Food Handler Health, Personal Cleanliness & Hygienic Practices” SOP (#2) for information on reporting of infections and food protection procedures.

**Monitoring and Recordkeeping**:

* The person in charge will observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.
* Any food discarded due to contamination by bare hand contact will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.

**Corrective Action**:

* Food handlers observed not following proper procedures will be retrained.
* Any food items that have been contaminated by bare hand contact will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 4: Non-Food Service Staff and Other Visitors in Food Service

**Purpose**: To prevent injury and protect food from contamination caused by non-food service staff and other visitors to the food service area including school employees, students, salespeople, volunteers, and those on-site on an official capacity.

**Procedures:**

* Non-food service staff and other visitors in the food preparation, storage, and service areas will be kept to a minimum. When non-food service staff and visitors are present, they must adhere to food safety practices and other safety precautions to protect food and prevent injury.
* The person in charge will:
* Limit access by non-food service staff and other visitors to food preparation, serving, and storage areas as part of the school agency’s food safety and bio-security procedures.
* Make necessary provisions to protect food from non-food service staff and other visitors with job functions that require their presence during food preparation and service.
	+ Provide hair restraints to those permitted access in areas where food is being prepared and served.
	+ Ensure that non-food service staff and other visitors permitted access to food service areas wash their hands appropriately as outlined in “Handwashing” SOP (#1).
* Post signs and provide training to inform non-food service staff and other visitors of the following:
	+ - Approval is needed to access food storage, production, and service areas.
		- Location of and proper use of hair restraints.
		- Location of and proper use of handwashing stations.

**Monitoring and Recordkeeping:**

* The person in charge will observe non-food service staff and other visitors to ensure compliance with all handwashing, hygiene, food handler health, glove use, and other food handling procedures, as well as any policies restricting access to food preparation or storage areas.
* Any food discarded due to contamination by non-food service staff or other visitors will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Any food items that have been contaminated as a result of mishandling by non-food service staff or other visitors will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Retraining will be provided if appropriate procedures are not followed.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 5: Using and Calibrating Food Thermometers

**Purpose**: To prevent foodborne illness by ensuring that foods are cooked and held at appropriate internal temperatures, as verified by properly calibrated and utilized food thermometers.

**Procedures:**

* Food handlers receive training on the proper procedures for using and calibrating thermometers used to take internal temperature of food.
* Appropriate food thermometers that measure temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) are purchased:
	+ Temperatures of individual thin products (such as hamburgers, chicken breasts, filets, nuggets, hot dogs, and sausage patties) must be taken using a thermostat or thermocouple with a thin probe tip. A digital thermometer with a probe at the tip may also be used.
	+ Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, ensure the thermometer is inserted in food at least 1 ½ inches above the tip. Place thermometer in thicket part of the food, away from bones and fat.
	+ Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven. Do not use liquid-filled glass thermometers to probe products.
	+ Infrared non-contact thermometers give surface temperatures and should not be used when determining the heated temperature of a food items.
* Record food temperatures obtained with accurate thermometers on *(check all that apply)*:

[ ]  Temperature logs

[ ]  Daily production records

* Food thermometers are stored in a location that is easily accessible to food handlers during all hours of operation. Several thermometers should be available in case of breakage, loss, damage, and for multiple use.
* Thermometers are cleaned and sanitized after each use by:
	+ 1. Washing probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
		2. Rinsing probe of thermometer with clean, warm water.
		3. Sanitizing probe of thermometer with sanitizing solution approved for food contact surfaces or with alcohol swab.
		4. Air drying thermometer to minimize the risk of recontamination
* Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
* Use proper method to verify the accuracy of food thermometers. *(Check all that apply)*:

[ ]  Calibrate using ice-point method:

1. Fill an insulated container, such as a wide mouth “thermos” bottle, with a mixture of crushed ice and water.
2. The container must have crushed ice throughout to provide an environment of 32° F or 0°C. Continue to pack more ice into the container during the calibration process to maintain the desired 32° F or 0°C.
3. When mixture of the water and ice has stabilized after four or five minutes, insert thermometer to be calibrated to the appropriate immersion depth.
4. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid inaccurate reading.
5. If thermometer is not accurate within the required range, recalibrate the thermometer accordingly. Manufacturer’s instructions will specify how to recalibrate the particular thermometer.

[ ]  Calibrate using boiling-point method (note: could be affected by elevation):

1. Fill a container with several inches of water and bring to a boil using appropriate, available equipment. After the water has reached a complete “rolling” boil, insert the thermometer appropriate immersion depth.
2. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid inaccurate reading.
3. Allow the temperature reading to stabilize before reading temperature. Reading should be 212 ºF or 100°C . If thermometer is not accurate within required range, recalibrate the thermometer accordingly. Manufacturer’s instructions will specify how to recalibrate the particular thermometer.
* Thermometers scaled only in Celsius of dually scaled in Celsius and Fahrenheit must be accurate to ± 1°C. Thermometers scaled only in Fahrenheit must be accurate to ± 2°F.
* Appropriately recalibrate thermometers to the correct temperatures while the probe is immersed in the water.
	+ Bimetallic, stemmed, dial-faced thermometer - adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
	+ Digital thermometer with a reset button - adjust the thermometer according to manufacturer’s instructions.
* Discard inaccurate thermometers that cannot be adjusted.
* Check the accuracy of all food thermometers:
	+ At regular intervals (at least once every two weeks)
	+ If dropped
	+ Whenever accuracy is in question

**Monitoring and Recordkeeping**:

* Person in charge will visually observe that thermometers are being used and calibrated correctly during all hours of operation.
* Food temperatures will be recorded on one or both of the below logs. Logs will be retained for the designated time period. *(Check all that apply)*:

[ ]  Temperature logs

[ ]  Daily production records

* Completed thermometer calibrations will be recorded on a thermometer calibration log. Thermometer calibration logs will be retained for the designated time period.

**Corrective Action**:

* Retrain any food handler found not following the procedures in this SOP, improperly using thermometers, or improperly calibrating food thermometers.
* Inaccurate or dropped thermometers will be calibrated according to the SOP procedures to ensure accuracy. Completed calibrations will be recorded as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 6: Facility and Equipment Maintenance

**Purpose:** To ensure safe working conditions and production of safe food by properly maintaining facilities and equipment.

**Procedures:**

**Person in charge will**:

* Monitor the maintenance of restroom facilities used by food handlers so that they function properly and are cleaned daily.
* Check the supply of liquid soap and disposable towels so that these items are available at all times. Replenish as needed.
* Monitor storage of food waste and rubbish in rodent and insect-proof containers with tight fitting lids.
* Verify that equipment is in good working order and notify manufacturer’s representative when there are problems or questions about equipment functions.
* Monitor water temperature of handwashing stations to ensure that hot water is 100 °F or above.
* Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
* Contract with manufacturer’s representative and/or equipment repair company to schedule annual preventive maintenance for equipment.
* Log all preventative maintenance.
* Follow up on any equipment issues as needs arise or recommendations are made during food safety inspections by local regulatory authority.

**Food handlers will**:

* Report equipment and facility problems promptly to the person in charge.
* Post sign on equipment if it is not working properly and should not be used.

**Monitoring and Recordkeeping**:

* Equipment and facilities will be regularly cleaned according to established cleaning schedules, with completed cleaning recorded as needed.
* Equipment and facilities will be regularly maintained according to established maintenance schedules, with maintenance recorded as needed.

**Corrective Action**:

* Equipment breakdown and maintenance problems that occur will be reported to person in charge. Necessary work order will be developed, if applicable. Manufacturer representative will be contacted for equipment repair. Documentation will be maintained to show appropriate corrective action was taken.
* Written facility/equipment improvement plans to follow up on recommendations made during food safety inspections will be maintained with copy of food safety inspections.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 7: Approved Food Sources

**Purpose:** To prevent foodborne illness by procuring food from approved sources, per Wisconsin Food Code and best practices.

**Procedures**:

* Ensure that all meat, fish, and poultry come from approved food source.
* Accept packaged and processed foods from suppliers who receive their products from licensed and reputable commercial processors.
* Use only shell eggs or pasteurized processed eggs products. Unpasteurized egg products are not allowed. Egg products are defined as all, or a portion of, the contents found inside eggs separated from the shell and pasteurized in a food processing plant, with or without added ingredients, intended for human consumption. Examples of egg products include dried, frozen, or liquid eggs.
* Do not purchase or accept as donations:
	+ Raw seed sprouts (that will be served to pre-school children or elderly).
	+ Home canned or other items that are not commercially canned products.
	+ Unlabeled packaged or canned products.
	+ “Salvaged” foods available from a food pantry or agency that sells salvaged items to nonprofit schools.
* Use only pasteurized apple juice and cider for service to children.
* Develop written specifications for TCS foods that include food safety provisions (e.g., milk delivered in clean cartons and cases).
* Request that suppliers provide written letter to indicate that they follow a HACCP program. Maintain copy of this documentation on file with food safety plan.
* Develop and follow a protocol for accepting donations of locally grown products so all items are wholesome, at peak of freshness, and free of pests. If accepting donations, include the protocol developed by the school in this food safety plan. Create an SOP for accepting donations and include it with the food safety plan.
* Develop and follow a protocol for purchasing and receiving local produce and/or other locally available products to minimize risks of items carrying potentially hazardous organisms. If accepting donations, include the protocol developed by the school in the food safety plan.
* Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures upon delivery.

**Monitoring and Recordkeeping**:

* Person in charge will monitor that food items procured and received come from approved sources.

* When deliveries must be rejected, the person in charge or designated food handler will record the name of the food items, source, date, time, and the reason why the food was rejected on a receiving log and/or delivery invoice. Receiving logs and/or delivery invoices will be retained for the designated time period.

**Corrective Action**:

* Reject deliveries and donations of food that do not meet specifications. Record rejected deliveries as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 8: Handling a Food Recall

**Purpose**: To ensure appropriate action is taken in the event of a food recall to prevent consumption of potentially contaminated food items that may cause foodborne illness.

**Procedures**:

* Review the food recall notice and specific instructions that have been identified in the notice.
* Share information with appropriate food service staff, volunteers, or other food handlers at all feeding sites.
* Identify and record whether any of the product was received by the school, locate the food recall product at the site, and verify that the food items have the product identification code(s) and production date(s) listed in the recall notice.
* Hold the recalled product using the following steps:
	1. 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, segregate the product as well.
	2. Mark recalled product in intact packaging with “Do Not Use” and “Do Not Discard.”
	3. Inform all food handlers of the location of the product and not to use it until further notice.
* Conduct inventory or otherwise obtain inventory information including:
* Inventory of recalled products located at all on-school premises and off-site storage locations.
* Inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
* Accounting for all recalled product by verifying inventory counts against records of food received at the feeding site.
* Submitting any inventory information, per instructions received from the state agency and/or manufacturer involved in recall.
* Inform the school or district’s public relations coordinator of the recalled product, if applicable.
* Contact the Department of Public Instruction (DPI) School Nutrition Team (SNT) and local regulatory authority if it is known or believed that a recalled product was served.
* Person in charge will follow up when additional instructions are sent regarding disposal and/or pick up of recalled products.
* Do not destroy any USDA Foods without official written notification from DPI.
* Do not destroy any recalled non-USDA Foods until proper authorization is received.
* Specific procedures apply when a USDA Foods product is recalled. Refer to the [USDA Foods Recall Procedure for Wisconsin Recipient Agencies](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/hold-recall-procedure.pdf) guide posted on the [DPI USDA Foods Hold, Recall and Safety](file:///%5C%5CFPSPWV02%5CShared%5CFNS%5CSNT%20%20Shared%20Files%5CFood%20Safety%5CFood%20Safety%20Plan%20Template%5CPlan%20Template%20Update%20-%20In%20Progress%5CAngie%27s%20Docs%5CDPI%20USDA%20Foods%20Hold%2C%20Recall%20and%20Safety%20webpage) *https://dpi.wi.gov/school-nutrition/usda/hold-recall*
	+ For recalled USDA Foods, DPI SNT will contact SFAs within 24 hours or by the end of the next business day of receiving the recall notification from USDA. Notification will be made to SFAs by phone and/or email providing the product identification, USDA Food Safety Inspection Service (FSIS) and/or FDA press release (if available), and information for responding to media, parents, and school district official requests.

**Monitoring and Recordkeeping**:

* Person in charge and food handlers will visually observe that recalled products are properly segregated and secured, as well as not discarded prematurely or served.
* Person in charge or designated food handler will record the name of the contaminated food, date, time, and the reason why the food was segregated or discarded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period. Invoices or other documentation regarding food recalls will be retained for the designated time period.
* All documentation related to recall will be kept for at least three years plus the current school year (or longer if required) from the date the recall actions were concluded. These records include:
	+ Recall notice
	+ Records of how food product was returned or discarded
	+ Reimbursable costs
	+ Public notice and media communications
	+ Communications between SFA, local regulatory authority, and state agency (i.e. DPI)

**Corrective Action**:

* Recalled food will be segregated and communications regarding the recall will be executed as described in this SOP.
* Recalled products will be segregated or discarded (as appropriate) and recorded as described under “Monitoring and Recordkeeping.”
* Retrain food handlers failing to follow the procedures or failing to document how recall was handled.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 9: Receiving Deliveries

**Purpose**: To prevent foodborne illness by ensuring food products are received in sound condition and at safe temperatures, followed by proper storage after delivery.

**Procedures**:

* Person in charge or designated food handler who accepts items is informed about receiving procedures.
* Delivery time negotiated with supplier allows for items to be checked in and/or to set up an alternate check-in procedure with the delivery person.
* Delivery schedule is posted and includes the names of vendors, days and times of deliveries, and the invoice.
* A rejection policy has been established to ensure accurate, timely, consistent, and effective refusal/return of rejected goods.
* Items that are rejected are noted on invoice or packing slip.
* Sufficient space is provided in the freezer, refrigeration, dry store areas, and receiving areas in anticipation of a delivery to facilitate storage of food items in a timely manner.
* Tools needed to check in deliveries are kept in specific location near the receiving area. These tools include: invoice or purchase orders, temperature logs, calibrated thermometers/infrared thermometers, pens, flashlights, and clean loading carts.
* Ready-to-eat foods are not handled with bare hands.
* A code has been established and used so items are rotated on first-in, first-out basis.
* Delivery trucks are inspected at least once at start of the school year to ensure that they are clean, free of putrid odors, and organized to prevent cross-contamination. Trucks are re-inspected on a routine basis if there are product issues.
* Verification is obtained to ensure that the driver monitors the interior temperature of refrigerated trucks.
* Vendor name is confirmed before accepting delivery.
* Delivery invoices are compared with product order records and inconsistencies are brought to the attention of the driver and/or vendor representative.
* Delivery invoices are compared with actual products that are dropped off and inconsistencies are brought to the attention of the driver and/or vendor representative
* Procedures are in place to verify that:
	+ Refrigerated foods (such as milk) are delivered on a refrigerated truck.
	+ Delivery vehicle is clean and there are no chemicals transported with the food.
	+ Frozen foods are frozen solid, are free of freezer burn, do not show temperature abuse, and do not show signs of thawing and refreezing. Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquid in the package.
	+ The temperature of the TCS foods that must be refrigerated are checked by using a clean, calibrated thermometer or an infrared thermometer on sample number of items. If the infrared thermometer reveals that the surface temperature is above 41°F, the actual temperature of the sample products is taken. For packaged products including cartons of milk, the thermometer is inserted between two items without puncturing the wrapper.
		- Receive milk at 45˚F or lower, cool to 41˚F or lower within 4 hours
		- Receive shell eggs at air temperature of 45˚F or lower
		- Receive cold TCS foods at 41˚F or lower, unless otherwise specified
	+ All products are labeled with the name and address of the manufacturer.
	+ Products are within the “use-by” date, if found on the package.
	+ Food packaging is intact. There are no rips, dents, or leakage.
	+ Cans are not dented, leaking, swollen, rusted or have flawed seams.
	+ Crates and other shipping containers are clean.
	+ There is no evidence of pest damage or infestation.
* Temperatures of sampled food items are recorded on appropriate logs and maintained for designated time retention period.
* Foods are transferred to their appropriate storage locations as quickly as possible.

**Monitoring and Recordkeeping**:

* Person in charge or designated food handler will inspect items when received for appropriate receiving temperature, use-by dates, wholesomeness, correctness of order, and quality. Items that do not meet receiving standards will be rejected according to established procedures.
* Record the temperatures of food when received on the *(check all that apply)*:

[ ]  delivery invoice

[ ]  receiving log

* Indicate which (if any) products have been rejected and the reason for the rejection on a receiving log and/or delivery invoice. Receiving logs and/or delivery invoices will be retained for the designated time period.

**Corrective Action**:

* Adhere to established procedures for rejecting delivered items. The following should be rejected:
	+ Frozen foods with signs of thawing.
	+ Refrigerated foods that are at an internal temperature above 41°F. Note: milk and shell eggs may be received at higher temperatures according to the conditions described in this SOP.
	+ Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust.
	+ Punctured or damaged packages.
	+ Product without proper labels.
	+ Use-by dates that have passed.
	+ Items delivered in vehicle with dirty interior or vehicle that contains chemicals.
	+ Items delivered in dirty crates or pallets.
	+ Items with signs of pest damage.
* Record rejected deliveries as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 10: Storing Food

**Purpose**: To prevent foodborne illness by ensuring that all food is stored at the appropriate temperature and in a manner that prevents contamination while maintaining quality.

**Procedures**:

* Storage upon receiving:
	+ Immediately place foods in the proper storage area to minimize bacterial growth beginning with refrigerated items, followed by frozen items, and lastly dry storage items.
	+ Store refrigerated items on shelves in the following order:
		- Top shelf: prepared or ready-to-eat foods
		- Fish and seafood
		- Whole cuts of raw beef
		- Whole cuts of raw pork
		- Ground or processed meats
		- Bottom shelf: raw poultry
	+ Store food out of direct sunlight.
	+ Use First In First out (FIFO) rotation of products in all storage areas to ensure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
	+ Make sure items are dated with receiving date and/or use-by date.
	+ Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.
* Storeroom sanitation:
	+ Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
	+ Dispose of items that are beyond the expiration or “use-by” dates
	+ Store all items on shelves at least six inches above the floor to facilitate air circulation and proper cleaning. Never store items directly on the floor.
	+ Check for signs of rodents, insects, or other pests. If there are signs of presence of pests, notify the maintenance staff or person in charge.
	+ Food must be stored separately from chemicals in a manner that prevents contamination.
* Temperature control:
	+ Check the temperatures of all refrigerators and freezers at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
		- Refrigerator temperatures should be between **36 and 41ºF**.
		- Freezer temperatures should be between **-10 and 0ºF**.
	+ Record cold storage unit temperatures on the appropriate temperature log.
	+ Notify the person in charge immediately of any unacceptable temperatures.
	+ Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
	+ Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
	+ Keep units closed as much as possible to maintain proper temperatures.
	+ Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

**Monitoring and Recordkeeping**:

* Person in charge or designated food handler will keep temperature logs for all cold storage units, which will include corrective action taken when necessary. Temperature logs will be retained for the designated time period.
* Temperature logs will be reviewed by person in charge to ensure there are no temperature deviations and necessary corrective action is taken.
* The person in charge will follow up on all reported problems pertaining to storage areas and storage temperatures.
* Any food discarded due to improper storage will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action**:

* Discard any TCS foods stored at conditions that render the product unsafe to eat. Discard any food items that have been, or may have been, contaminated by chemicals, pests, or garbage. Record any discarded food as described under “Monitoring and Recordkeeping.”
* Retrain food handlers found not following appropriate procedures for temperature monitoring and maintenance of food storage areas.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 11: Date Marking

**Purpose**: To ensure appropriate rotation of food according to the date marking system to prevent foodborne illness.

**Procedures**:

* An established date marking system is in place and food handlers are trained accordingly.
	+ The best practice for a date marking system is to include a label with the product name, the day or date, time it is prepared or opened, and a use-by date not to exceed 7 calendar days from the day it was prepared or opened. Examples of how to indicate when the food is prepared or opened include:
		- Labeling food with a calendar date (e.g., 5/26) and the use by date (e.g., 6/01).
		- Identifying the day of the week (e.g., Monday) and use by date (e.g., Sunday)
		- Using color-coded marks or tags (e.g., blue dot. means “cut on Monday and use by Sunday”).
* Ready-to-eat TCS foods prepared on-site are labeled.
* Any processed, ready-to-eat TCS foods are labeled when opened.
* All ready-to-eat TCS foods are refrigerated at 41ºF or below.
* Refrigerated, ready-to-eat TCS foods are served or discarded within 7 days.
* Day one is the date the product is made or opened. For example, if tuna salad is made on 8/1, then it is good through 8/7.
* A separate label is used to indicate:
	+ the date prepared
	+ the date frozen
	+ the date thawed for any refrigerated, ready-to-eat TCS foods
* The 7-day time period is calculated by counting only the days the food is under refrigeration. For example:
	+ On Monday, 8/1, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1.”
	+ On Tuesday, 8/2, the lasagna is frozen with a second label that reads, “Frozen – 8/2.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1 – Tuesday, 8/2, only 2 days are counted towards the 7-day time period

**Monitoring and Recordkeeping**:

* The person in charge or designated food handler will check refrigerator daily to verify that foods are date marked and that TCS foods exceeding the 7-day time period are not being used or stored.
* Any food discarded due to improper date marking or exceeding the 7-day time period will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* TCS foods that are not date marked or that exceed the 7-day time period will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 12: Storing and Using Chemicals

**Purpose**: To ensure safe storage and use of chemicals in order to prevent injury and contamination of food.

**Procedures**:

* Training is provided to food handlers on proper use and storage of chemicals and on the proper use of chemical test kits and first aid as specified in this procedure.
* A location for storing of Safety Data Sheets (SDS) is designated and food handlers are informed of that designated location.
* Containers with chemicals are labeled with common name of the substance and the date item was received.
* All chemicals are stored in designated secured area away from and below food and food contact surfaces using spacing, separate shelves or partitioning.
* Only chemicals that are necessary to the operation and maintenance of the food service are stored.
* Cleaners and sanitizers, including dish washing detergent, are never mixed with another chemical to prevent adverse chemical action that may result in injury or death.
* Sanitizers used in food service are currently approved by the U.S. Food and Drug Administration (FDA).
* Sanitizing solutions are mixed, tested, and used as recommended by the manufacturer or local regulatory authority. Fill in the table below to use as a reference for sanitizer concentrations.

| **Sanitizer Type** | **Acceptable Concentration** | **Name of Person from Local Regulatory Authority Approving Acceptable Concentration:** | **Date Acceptable Concentration Approved** |
| --- | --- | --- | --- |
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* The appropriate chemical test kit is used to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
* Chemicals are stored in appropriate containers and the storage location is away from food or food contact surfaces.
* Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.
* Caustic chemicals (e.g., delimer, oven cleaner) are stored separately to minimize dangerous chemical reactions.
* Bleach and ammonia are stored separate from each other.

**Monitoring and Recordkeeping**:

* Person in charge or designated food handler will test the concentration of sanitizing solutions using the appropriate testing materials to ensure an effective concentration is achieved. The concentrations will be recorded on a sanitizer concentration log. Sanitizer concentration logs will be retained for the designated time period.
* Any food discarded due to chemical contamination will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Discard any food contaminated, or potentially contaminate, by chemicals and record as described under “Monitoring and Recordkeeping.”
* Label and/or properly store any unlabeled or misplaced chemicals.
* Remove chemicals that are no longer used in food service.
* Retrain any food handlers found mishandling or inappropriately storing chemicals.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 13: Preventing Cross-Contamination During Storage and Preparation

**Purpose**: To ensure that food items are stored in a manner to prevent cross-contamination that could result in foodborne illness.

**Procedures**:

* Food handlers receive instructions on procedures to prevent cross-contamination during storage and preparation.
* Hands and arms are properly cleaned. Refer to SOP 1: Handwashing.
* No bare hand contact with ready-to-eat food is permitted. Refer to SOP 3: No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use.
* Raw animal foods are kept separate from ready-to-eat foods during receiving, storage, and preparation. Eggs, fish, meat, and poultry are not stored on shelves above or immediately next to any prepared or ready-to-eat foods, including fresh produce, milk, bread, condiments, etc.
* Different types of raw animal foods, such as eggs, fish, meat, and poultry are stored separately from each other to prevent cross-contamination, except when combined in recipes.
* Raw animal foods stored in refrigerators or walk-in coolers are placed on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf. For example, raw chicken is stored below ground beef. Refer to SOP 10: Storing Food.
* Unwashed fruits and vegetables are not co-mingled with washed fruits and vegetables and other ready-to-eat foods.
* Dry, cleaned, and sanitized equipment and utensils are used. Refer to instructions in SOP 25: Cleaning and Sanitizing Food Contact Surfaces.
* Knives, pans, cutting boards, utensils, and other food contact surfaces are cleaned and sanitized after using them for raw products.
* Only the surfaces of equipment and utensils that do not come in direct contact with ready-to- eat food are touched by bare hands.
* Food items are stored in covered containers or packages, except during quick cool down stage of cooling, when placed in refrigeration units.
* A specific upper shelf of a refrigerator or walk-in cooler is designated as the “cooling” shelf to minimize contamination during cooling. Containers of food are left uncovered only during the initial quick cool-down phase to facilitate cooling.
* Exterior surfaces of food containers, such as cans and jars, are cleaned with a cleaning solution to remove soil before opening.

**Monitoring and Recordkeeping**:

* Person in charge or designated food handler will continually monitor food storage and preparation areas to ensure food is not cross-contaminated.
* Any food discarded due to contamination during storage or preparation will be recorded on a damaged/discarded product log. Damaged/discarded product log logs will be retained for the designated time period.

**Corrective Action:**

* Foods that have been contaminated during storage or preparation will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Foods found improperly stored will be separated as required.
* Retrain any food handlers found not following the established procedures for minimizing cross-contamination.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 14: Washing and Handling Fresh Fruits and Vegetables

**Purpose**: To prevent foodborne illness by washing fresh fruits and vegetables before use and handling such products in a manner to prevent contamination.

**Procedures**:

* Food handlers are trained how to properly wash and store fresh fruits and vegetables.
* If packaged fruits and vegetables are labeled as being previously washed and ready-to-eat, they are not required to be washed. Do not wash these items to limit contamination.
* The following steps will be followed when washing and handling fresh fruits and vegetables:
	1. Wash hands using the proper procedure. Refer to “Handwashing” SOP (#1).

**Note**: *disposable gloves are not required to be worn when washing fresh fruits and vegetables.*

* 1. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with washed produce, such as cutting boards, knives, and sinks.
	2. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
* Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
* Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
	1. Wash fresh produce vigorously under cold running water.
	2. Scrub the surface of firm fruits or vegetables such as apples, melons, or potatoes using a clean and sanitized brush designated for this purpose.
	3. Use disposable gloves to prevent bare hand contact with ready-to-eat fresh fruits and vegetables that will not be cooked. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).
	4. Remove any damaged or bruised areas.
	5. Label, date, and refrigerate fresh-cut fruits and vegetables.
	6. Serve TCS fruits and vegetables within 7 days when held at 41ºF or below. Refer to “Date Marking” SOP (#11).

**Monitoring and Recordkeeping**:

* Person in charge will observe that fresh produce is appropriately washed during all hours of operation.
* Any food discarded due to improper labeling, dating, or refrigeration will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.

**Corrective Action**:

* Rewash items that were not properly cleaned or if any ready-to-eat items were touched with bare hands.
* Discard any TCS fruits or vegetables that were not properly labeled, dated, or refrigerated and record as described under “Monitoring and Recordkeeping."
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 15: Thawing Time/Temperature Control for Safety Foods (TCS)

**Purpose**: To prevent foodborne illness by thawing TCS foods in a manner that minimizes the amount of time spent in the temperature danger zone.

**Procedures**:

* Use one of four acceptable methods for thawing TCS foods:
1. Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
2. Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
3. Thaw the product in the microwave if product will be cooked immediately.
4. Thaw food as part of the cooking process without separate thawing.
* Use the lowest shelf in the cooler for thawing raw meat to prevent cross-contamination. Separate raw products from cooked and ready-to-eat products.
* Do not thaw TCS foods at room temperature.
* Refrain from allowing thawed food items to remain at room temperature prior to heating.

**Monitoring and Recordkeeping:**

* Person in charge will review and observe thawing procedures to ensure appropriate and safe thawing of food items.
* Any food discarded due to improper thawing will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.

**Corrective Action:**

* Discard any product that is improperly thawed and any ready-to-eat food items that are contaminated during thawing process and record as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 16: Controlling Time and Temperature During Preparation

**Purpose**: To prevent foodborne illness by minimizing the amount of time foods spend in the temperature danger zone during preparation.

**Procedures**:

* Food handlers receive training on the proper procedures for controlling time and temperature during preparation.
* Clean, sanitized, and calibrated probe thermometer is used to take temperatures during preparation. Refer to the “Using and Calibrating Food Thermometers” SOP (#5).
* Wash hands prior to preparing foods. Refer to the “Handwashing” SOP (#1).
* Use clean and sanitized equipment and utensils while preparing food.
* Prepare foods as close to serving times as the menu will allow.
* Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the “Preventing Cross-Contamination During Storage and Preparation” SOP (#13).
* Pre-chill ingredients for cold foods, such as sliced tomatoes for sandwiches, to 41ºF or below before combining with other ingredients.
* Thaw food items following proper procedures. Refer to “Thawing Time/Temperature Control for Safety Food (TCS)” SOP (#15).
* Prepare food in batch amounts to limit the time for preparation of any batches of food so that ingredients are not at room temperature formore than 30 minutes before cooking, serving, or being returned to the refrigerator.
* If TCS foods are not served immediately after preparation, quickly chill. Refer to the “Cooling Time/Temperature Control for Safety Foods (TCS)” SOP (#20).
* Reheat TCS foods to 165ºF if an item is heated and then cooled. Refer to “Reheating Time/Temperature Control for Safety Food (TCS)” SOP (#21).

**Monitoring and Recordkeeping:**

* Person in charge will observe that food handlers adhere to the practices described so that foods are kept out of the temperature danger zone to maximum extent possible during preparation.
* Any food discarded due to temperature abuse will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Discard any product that has been temperature abused to ensure food safety and quality. Record discarded food on waste log.
* Provide necessary training if food handlers are not following proper procedures to control time and temperature.
* Additional/Alternative Corrective Action (describe):

## SOP 17: Cooking Time/Temperature Control for Safety Food (TCS)

**Purpose**: To prevent foodborne illness by cooking all TCS foods to the appropriate minimum internal temperature.

**Procedures:**

* Food handlers who prepare or serve food know how to use food thermometer and cook foods using this procedure.
* When a recipe contains a combination of meat products, the product will be cooked to the highest required temperature.
* Products will be heated to the following temperatures as noted on the temperature chart and/or listed below:
	+ 135oF for no minimum time
		- Plant foods (such as fruits, vegetables, roots, and grains) that are cooked for hot holding
		- Commercially processed and packaged foods for hot holding
	+ 145oF for 15 seconds
		- Seafood
		- Whole muscle roasts or steaks/chops of pork, beef, veal, and lamb
		- Commercially raised game meat
		- Shell eggs cooked to order for immediate service
	+ 155oF for 15 seconds
		- Ground meat products
		- Injected meats
		- Mechanically tenderized meat
		- Ratites (e.g., emu, ostrich)
		- Shell eggs and egg dishes held for hot service
	+ 165oF for 15 seconds
		- Raw or ground poultry
		- Stuffing made with fish, meat, or poultry
		- Stuffed meat, seafood, poultry, or pasta
* A clean, sanitized, and calibrated thermometer is used. A probe type thermometer is used to get an accurate reading for thin items. Thin items are not stacked to obtain temperature reading.
* Thermometers are not inserted into pockets of fat or near bones when taking internal cooking temperatures of meats.
* At least two internal temperatures are taken from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). Record the lower of the two temperatures taken.
* At least two internal temperatures are taken of each large food item, such as a whole turkey, to ensure that all parts of the product reach the required cooking temperature. Record the lower of the two temperatures taken.

**Monitoring and Recordkeeping:**

* Temperatures will be taken at the end point of cooking and recorded on production records or temperature logs. These logs will be monitored by the person in charge to ensure that the temperatures meet the minimum standards, and that corrective action is taken when necessary. Temperature logs and production records will be retained for the designated time period.

**Corrective Action:**

* If a food item is not at the appropriate temperature when checked, continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 18: Holding Time/Temperature Control for Safety Food (TCS)

**Purpose**: To prevent foodborne illness by holding TCS foods at safe temperatures throughout service**.**

**Procedures**:

* Food handlers who prepare or serve food are trained about proper hot and cold holding procedures, including training about the temperature danger zone.
* Wisconsin Food Code is followed when:
	+ Cold foods are held at 41ºF or below.
	+ Hot foods are held at 135ºF or above.
* Steam tables and hot holding units are preheated.
* A clean, sanitized, and calibrated probe thermometer is used to measure the temperature of the food prior to placing in storage units.
* Temperature of holding units is determined by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
* Temperature of foods is determined by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
* For cold foods held for service:
	+ The internal temperature of the food is taken before placing it into any walk-in cooler or reach-in cold holding unit.
	+ Food is chilled in accordance with the “Cooling Time/Temperature Control for Safety Food (TCS)” SOP (#20), if the food is not 41oF or below.
	+ Air temperature of any cold holding unit is verified before use and at regular intervals during hours of operation so these items are held at 41oF or below.
* For hot foods held for service:
	+ The air/water temperature of any unit is verified to ensure food is held at 135ºF or above before use.
	+ Food is reheated in accordance with the “Reheating Time/Temperature Control for Safety Foods (TCS)” SOP (#21).
	+ The temperature of heated TCS foods are checked to ensure the items are at 135ºF or above before placing the food out for display or service.
	+ The internal temperature of food items are taken before placement on a steam table or in a hot holding unit and checked at least every 2 hours thereafter, if applicable.

**Monitoring and Recordkeeping:**

* Food handlers will record temperatures of food items and document corrective actions taken on temperature logs.
* Food handlers will record air temperatures of coolers and cold holding units on temperature logs.
* The person in charge will verify that food handlers have taken the required holding temperatures by visually monitoring food handlers and reviewing the temperature logs. Temperature logs will be retained for the designated time period.

**Corrective Action:**

* For hot foods
	+ If the food temperature is found to be below 135ºF and the last temperature measurement, taken within the last 2 hours, was 135ºF or higher, reheat to 165ºF for 15 seconds.
	+ If applicable, repair or reset holding equipment before returning the food to the unit.
	+ Discard the food if it cannot be determined how long the food temperature was below 135ºF, or the last temperature taken was more than 2 hours ago, record on damaged/discarded product log.
* For cold foods
	+ If the food temperature is found to be above 41ºF and the last temperature measurement, taken within the last 2 hours, was 41ºF or below, rapidly chill the food using an appropriate cooling method described below:
		- Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
		- Use a quick-chill unit like a blast chiller.
		- Stir the food in a container placed in an ice water bath.
		- Use a food grade ice paddle to stir food.
		- Add ice as an ingredient.
		- Separate food into smaller or thinner portions.
* Discard the food if it cannot be determined how long the food temperature was above 41˚F, or the last temperature was taken more than 2 hours ago, record on damaged/discarded product log.
* Additional/Alternative Corrective Action (describe):

## SOP 19: Reheating Fully Cooked, Commercially Processed, Time/Temperature Control for Safety Foods (TCS)

**Purpose**: To prevent foodborne illness by reheating foods to the appropriate minimum internal temperature.

**Procedures**:

* Food handlers who prepare or serve food receive instruction on how to use food thermometers and reheat fully cooked, commercially processed products that are TCS foods.
* Products are heated to a minimum internal temperature of 135oF if hot holding or other temperature as specified by manufacturer’s instructions. The temperature chart in the food safety plan is used when minimum internal temperature is not specified in the manufacturer’s instructions.
* Reheat all foods rapidly. The total time the temperature of the food item is between 41°F and 135°F may not exceed 2 hours.
* A clean, sanitized, and calibrated thermometer is used. Probe type thermometer is used for thin items. Thin items are never stacked to obtain temperature reading.
* Thermometers are not inserted into pockets of fat or near bones when taking internal cooking temperatures.
* At least two internal temperatures are taken for each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
	+ At least two internal temperatures are taken of each large food item, such as a whole turkey, to ensure that all parts of the product reach the required cooking temperature

**Monitoring and Recordkeeping:**

* Temperatures will be taken at the end point of cooking and recorded on production records or temperature logs. These logs will be monitored by the person in charge to ensure that the temperatures meet the minimum standards and that corrective action is taken when necessary. Temperature logs and production records will be retained for the designated time period.

**Corrective Action:**

* If a food item is not at the appropriate temperature when checked, continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 20: Cooling Time/Temperature Control for Safety Foods (TCS)

**Purpose**: To prevent foodborne illness by practicing cooling techniques that minimize the time TCS foods spend in the temperature danger zone.

**Procedures**:

* Food handlers who prepare or serve food know how to use a food thermometer and how to cool foods using the established procedure for each specific menu item.
* Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures during course of normal workday, when possible.
* Prepare and cool food in small batches.
* Chill food rapidly by effective cooling method specific to the product. The following are appropriate methods for cooling foods:
	+ Placing food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
	+ Stir the food in a container placed in an ice water bath.
	+ Stir the food using a chilling paddle designed for cooling foods quickly.
	+ Add ice as an ingredient.
	+ Separate food into smaller or thinner portions.
	+ Pre-chill ingredients and containers used for making bulk items, such as salads.
	+ Pre-chill sheet pans in freezer and use to rapidly cool cooked and heated items, such as burger patties.
* Follow food code requirements for chilling cooked, hot food:
	+ The total cooling process from 135ºF to 41ºF may not exceed 6 hours.
	+ Cool from 135ºF to 70ºF within 2 hours. Monitor temperatures at 15 minute intervals and take corrective action immediately if food will not be chilled from 135ºF to 70ºF within 2 hours.
	+ Cool from 70ºF to 41ºF or below in remaining 4 hours. Monitor temperature at 30 minute intervals and take corrective action immediately if food will not be chilled from 135ºF to 41ºF within the 6 hour cooling process.

| **Temperature** | **Time** |
| --- | --- |
| 135˚F🡪 70˚F | Within 2 hours  |
| 70˚F🡪 41˚F  | Within next 4 hours |

* Conduct a cooling study for each process 3 menu item to develop appropriate, safe cooling procedures for each item. Record the temperatures and corrective action taken to cool product within time periods specified above.Develop separate standard operating procedures for each process 3 menu item that describe how to successfully cool each item, as determined during the cooling study.
* Chill ready-to-eat TCS foods prepared from ingredients at ambient temperature, such as potato salad and cut melons, from 70ºF to 41ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food will not be chilled from 70ºF to 41ºF within 4 hours.
* Check the refrigeration unit to make sure it is adequate to support food volume and cooling method, and it is not overloaded.

**Monitoring and Recordkeeping:**

* Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
* Monitor temperatures of products at regular intervals throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product. Record temperatures and any corrective actions taken on cooling temperature log. Temperature logs will be retained for the designated time period.
* Develop written cooling procedures based on the cooling study completed for each food item in process 3.
* Provide training and necessary tools for the cooling processes.
* Maintain copy of the cooling study and the written procedures for cooling process 3 items with the food safety plan.
* Any food discarded due to improper temperature will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Reheat cooked, hot food to 165ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:
	+ Above 70ºF and less than 2 hours into the cooling process; or
	+ Above 41ºF and less than 6 hours into the cooling process.
* Discard cooked, hot food immediately when the food is:
	+ Above 70ºF and2 hours or more into the cooling process; or
	+ Above 41ºF and 6 hours or more into the cooling process.

* Devise a different cooling method for ready-to-eat TCS foods prepared from ingredients at ambient temperature when the food is above 41ºF and less than 4 hours into the cooling process.
* Discard ready-to-eat TCS foods prepared from ingredients at ambient temperature when the food is above 41ºF and more than 4 hours into the cooling process.
* Provide additional training if food handlers fail to follow procedures developed for each food item in process 3.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 21: Reheating Time/Temperature Control for Safety Foods

**Purpose**: To prevent foodborne illness by reheating TCS foods to the appropriate minimum internal temperature.

**Procedures**:

* Train food handlers who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
* Reheat the following products to 165oF for 15 seconds:
	+ Any food that is cooked, cooled, and reheated for hot holding
	+ Leftovers reheated for hot holding
	+ Products for hot holding that are made from leftovers, such as soup containing leftover ground beef
	+ Precooked, processed foods for hot holding that have been previously cooled
* Reheat food for hot holding in the following manner if using a microwave oven:
	+ Heat TCS leftovers to 165oF for 15 seconds
	+ Rotate (or stir) and cover foods while heating
	+ Allow food sit for 2 minutes after heating before taking internal temperature
* Reheat commercially processed, ready-to-eat TCS foods from a package or can to at least 135oF for hot holding
* Reheat all foods rapidly. The total time the temperature of the food is between 41oF and 165oF (or 135°F for commercially processed, ready-to-eat TCS foods) may not exceed 2 hours.
* Serve reheated food immediately or transfer to an appropriate hot holding unit.

**Monitoring and Recordkeeping:**

* Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
* 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.
* Record the temperature on the temperature log. Temperature logs will be retained for the designated time period.

**Corrective Action:**

* If a food item is not at the appropriate temperature when checked, continue cooking food until the internal temperature reaches the required temperature up until 2 hours after food reheating began. Modify the cooking process to achieve the correct time and temperature. Discard food that has not reached 165oF within 2 hours. Adjust reheating procedures in the future to ensure reheated foods will reach 165oF within 2 hours.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 22: Transporting Food to Satellite Kitchens

**Purpose**: To prevent foodborne illness by safely transporting food from preparation sites to satellite kitchens in accordance with temperature requirements and transport procedures.

**Procedures**:

* Food handlers are trained on the proper procedures to use when transporting food to satellite serving locations.
* Wisconsin Food Codeis followed by:
	+ Keeping frozen foods in frozen state during transport.
	+ Maintaining the temperature of refrigerated, TCS foods at 41ºF or below.
	+ Maintaining the temperature of heated foods transported hot at 135ºF or above.
	+ Using food carriers approved by the National Sanitation Foundation International for transporting food, unless carriers are otherwise approved for this use by the state or local regulatory authority. Containers must be:
		- Rigid and sectioned so that foods do not mix
		- Tightly closed to retain the proper food temperature
		- Nonporous to avoid leakage
		- Easy-to-clean or disposable
		- Approved to hold food
* Proper procedures are followed prior to placing food in transport carriers. These procedures include:
	+ Ensuring that all outside surfaces of the food carriers are clean.
	+ Washing, rinsing, and sanitizing the interior surfaces.
	+ Placing a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to “Using and Calibrating Food Thermometers” SOP (#5).
	+ When applicable, preheating or pre-chilling the food carrier according to the manufacturer’s recommendations and ensuring that the air temperature in the food carrier reaches the temperature suggested by the manufacturer prior to placing food into it.
* Food carriers are loaded into a clean transport vehicle immediately prior to departure and delivered as soon as possible to the serving sites.
* “Receiving Deliveries” SOP (#9) procedures are followed when food arrives at the serving site.

**Monitoring and Recordkeeping:**

* Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the “Holding Time/Temperature Control for Safety Food (TCS)” SOP (#18). Record the temperature on the transport sheet. Transport sheets will be retained for the designated time period.
* Upon receipt of food at satellite, food handlers will record receiving temperatures on the transport sheet or temperature log. Transport sheets and temperature logs will be retained for the designated time periods.
* Any food discarded due to improper temperature will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Retrain any food handlers that do not follow procedures in this SOP.
* Reheat TCS foods to 165ºF for 15 seconds if the internal temperature of hot food is less than 135ºF and the food will be held for more than 2 hours. Refer to the “Reheating Time/Temperature Control for Food Safety Foods (TCS)” SOP (#21).
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 23: Serving Food

**Purpose**: To prevent foodborne illness caused by improper serving procedures that may include poor personal hygiene, handwashing, glove usage, time/temperature control, or utensil usage.

**Procedures**:

* Food handlers are trained on the proper service of food. Refer to the “Using and Calibrating Food Thermometers” SOP (#5).
* Hands are washed prior to meal service. Refer to the “Handwashing” SOP (#1).
* Disposable gloves are used to prevent bare hand contact with ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use” SOP (#3).
* Hands are washed before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the “Handwashing” SOP (#1).
* Ready-to-eat foods are not handled with bare hands. Refer to the “No Bare Hand Contact When Handling Ready-To-Eat Foods/Glove Use” SOP (#3).
* Food contact surfaces of trays, plates, cups and eating utensil are protected from contamination when carried to and placed on serving line.
* TCS foods are held at the proper temperature. Refer to “Holding Time/Temperature Control for Safety Food (TCS)” SOP (#18).
* Food is served with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
* Utensils are placed in upright container with handles presented to customer.
* Napkins set out for self-service by customers in proper dispenser.
* Leftover TCS foods are properly cooled, if applicable, and are date marked or discarded. Refer to “Date Marking”SOP (#11) and “Cooling Time/Temperature Control for Safety Foods (TCS)” SOP (#20).

**Monitoring and Recordkeeping:**

* Person in charge or designated food handler will observe that food is being served in a manner that prevents contamination during all hours of service.
* Any food discarded due contamination through bare hand contact will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Retrain any food handlers who do not follow the procedures in this SOP.
* Replace improperly handled trays and eating utensils. Wash, rinse, sanitize, and air-dry if multi-use type item. Discard single-use type item.
* Discard ready-to-eat food that has been touched with bare hands and record on a damaged/discarded product log.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 24: Preventing Cross-Contamination at Food Bars and Self-service Areas

**Purpose**: To prevent foodborne illness resulting from cross-contamination in self-service areas.

**Procedures**:

* Food handlers and other individuals responsible for supervising self-service areas receive instructions for proper procedures used to prevent cross-contamination at food bars.
* Adhere to “Handwashing” SOP (#1) and “Food Handler Health, Personal Cleanliness & Hygienic Practices” SOP (#2).
* All uncovered food items are placed under sneeze guards and/or other procedures are followed to prevent contamination of these items.
* An appropriate clean and sanitized utensil is provided for each self-service container.
* Necessary precautions are taken to prevent handles from dropping into food containers.
* When replenishing the food bar or self-service line, the existing containers of food are replaced with new containers. Food from the existing container is not added to the new container of food. The serving utensil is replaced with one that has been cleaned and sanitized.
* Instruction and assistance are provided to customers (including adults) who do not properly use utensils.
* A clean tray or disposable tray or plate is provided when customers are allowed to return to the food bar or self-serve line for additional items. Signage is posted informing customers of about this requirement.
* Eating utensils are placed on the serving line with the handles up or in a manner to prevent customers from touching the food contact surfaces.
* Self-service bars and serving lines are clean and neat to avoid cross-contamination between food items.
* Wiping cloths are stored in sanitizing solution to wipe up food spills. The container holding the sanitizing solution and in-use cloths is stored below or away from the service line with food. Refer to “Wiping Cloths” SOP (#26).
* Chemical solution in spray bottles are not used to clean food bars and self-service lines when food is present.
* Food service bars and self-service areas are supervised at all times by designated food handlers while in operation.

**Monitoring and Recordkeeping:**

* Monitor and record temperatures of food in accordance with the “Holding Time/Temperature Control for Safety Food (TCS)” SOP (#18) on temperature log. Temperature logs will be retained for the designated time period.
* Any food discarded due to improper time/temperature control or that has been contaminated will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Retrain any food handlers found not following the procedures in this SOP.
* Discard TCS foods that are not at the correct temperature if the time the item is removed from temperature control is not recorded and record on a damaged/discarded product log.
* Discard any food items contaminated by bare hand contact; coughing, spitting or sneezing on food; foreign objects placed in food containers and record on a damaged/discarded product log.
* Demonstrate to customers how to use serving utensils and follow other proper self-serve practices.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 25: Cleaning and Sanitizing Food Contact Surfaces

**Purpose**: To prevent foodborne illness caused by contaminated food contact surfaces.

**Procedures**:

* Food handlers receive appropriate instructions on the proper procedures for cleaning and sanitizing food contact surfaces.
* Food contact surfaces include but are not limited to: cutting boards, cutting blades on can opener, immersion type thermometers and probes, cooking and serving utensils.
* Manufacturer’s instructions are reviewed for information pertaining to maintenance of equipment and use of chemicals for cleaning and sanitizing the food contact surfaces. Refer to “Storing and Using Chemicals” SOP (#12).
* All food contact surfaces are washed, rinsed, and properly sanitized:
	+ Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, and poultry.
	+ Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
	+ Every 4 hours if used to prepare TCS foods on a continuing basis.
	+ Any time contamination occurs or is suspected.
* Scrape, prewash, and soak items prior to washing to eliminate excess soil.
* Wash, rinse, and sanitize food contact surfaces following appropriate procedures.
* Food contact surfaces of in-place equipment must follow the 5-step process for cleaning and sanitizing: Scrape/pre-wash, wash, rinse, sanitize with a chemical solution, and air dry.
* Food handlers will:
	+ Visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
	+ Record temperature/chemical concentrations on log during one cycle during breakfast cleanup activities (if applicable) and during lunch cleanup activities daily.
		- For hot water sanitizing machines - Ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges of dishmachine with hot water sanitizing, using heat sensitive tape, and/or by using maximum registering thermometers (e.g., T-sticks). The results of testing will be recorded and/or test strip attached to log.
		- For chemical sanitizing dishmachine - Check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit. Record results on log.

*Check to indicate the specific cleaning and sanitizing procedures for this site*:

[ ]  3-compartment sink for immersible items and removable parts of equipment

1. In the first compartment, wash with a clean detergent solution at or above 110oF or at the temperature specified by the detergent manufacturer.
2. In the second compartment, rinse with clean water to remove all food particles and soap.
3. In the third compartment, sanitize dishes by one of the following methods

*(check one)*:

[ ]  Sanitize by use of a chemical sanitizer approved by the U.S. Food and Drug Administration (FDA) according to manufacturer’s label instructions to achieve proper concentration. Test the sanitizer concentration using an appropriate test kit.

[ ]  Sanitize by immersing in a chlorine solution with a concentration between 50-100 ppm\* with a water temperature of 55-75 oF with a contact time of at least 10 seconds.

[ ]  Sanitize by immersing in hot water at or above 171oF for 30 seconds.

1. Air dry all items completely prior to storing. Do not use cloth or paper towels to dry items, as these may cause recontamination of the food contact surfaces.

[ ]  Mechanical dishmachine for utensils, cutting boards, removable parts of equipment

1. Verify the information on the data plate with the dishmachine manufacturer.
2. 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.
3. Follow manufacturer’s instructions for use, including monitoring the sanitization process.

[ ]  Hot water used to sanitize, per Wisconsin Food Code:

1. For a stationary rack, single-temperature dishmachine, the temperature of fresh hot water in a sanitizing rinse must be 165oF or higher.
2. For all other dishwashing machines with variable wash and rinse temperatures, the temperature of fresh hot water in a sanitizing rinse must be 180oF.

**Note***: Check for proper temperature by using temperature-sensitive test strips.*

[ ]  Chemical sanitizer used to sanitize, per Wisconsin Food Code:

1. Chlorine solution for dishmachine – 50-100 ppm[[1]](#footnote-1).
2. Iodine solution - 12.5 to 25 ppm1.
3. Quaternary ammonia compound solution – Per manufacturer’s use directions.

**Note***: Chemical strips/test kits must be available to check sanitizer concentration. Improper concentration will not provide effective sanitizing and high concentrations may leave toxic residue.*

* Air dry all items completely prior to storing. Do not use cloth or paper towels to dry items, as these may cause recontamination of the food contact surfaces.
* At the end of day, remove strainer screens and clean. Inspect all sprayer wash arms and nozzles to ensure they are not clogged with any debris. Remove the wash arms to remove any build up.
* Use chemical delimer as needed if lime build-up occurs. Follow manufacturer’s instructions for cleaning and maintaining dish machine.

**Monitoring and Recordkeeping:**

* During all hours of operation food handlers will visually and physically inspect food contact surfaces of equipment and utensils to ensure the surfaces are clean.
* Food handlers will record monitoring activities and any corrective action taken on the appropriate logs. Dish machine logs and sanitizer logs will be retained for the designated time period.
* For 3-compartment sinks, on a daily basis food handlers will:
	+ 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.
* For dishmachines, on a daily basis food handlers will:
	+ Visually monitor that the water and the interior parts of the machine are clean and free of debris.
	+ Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
	+ For hot water sanitizing dishmachine, use an irreversible registering temperature indicator which is provided and readily accessible for measuring the utensil surface temperature.
	+ For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.
* Sanitizer concentration and dishmachine logs will be reviewed by person in charge to ensure there are no concentration or temperature deviations and necessary corrective action is taken.
* The person in charge will follow up on all reported problems pertaining to 3-compartment sinks, dishmachines, and cleaning/sanitizing products or related equipment.

**Corrective Action:**

* For a 3-compartment sink:
	+ If the water appears dirty, drain and refill compartments with fresh water.
	+ If the water temperature is below the required temperature, add hot water until desired temperature is achieved, as tested with a calibrated thermometer.
	+ If the sanitizer is not at the correct concentration, add more sanitizer or water (as appropriate) until the proper concentration is achieved, as tested with appropriate sanitizer test strips.
* For a dishmachine:
	+ If the water appears dirty, drain and refill the machine with clean water.
	+ If the machine is not reaching the proper wash temperature indicated on the data plate, contact the appropriate individual(s) to have the machine repaired.
	+ If a hot water sanitizing dishmachine is not achieving the proper sanitizing temperature, retest the temperature by running the machine again. If the appropriate 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.
	+ If a chemical sanitizing dishmachine is not achieving the proper sanitizing concentration, check the level of sanitizer remaining in bulk container and refill if needed. “Prime” the machine according to the manufacturer’s instructions to ensure that the sanitizer is being pumped through the machine and retest. If the proper sanitizer concentration level is still 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.
* Retrain any food handlers found not following the procedures in this SOP.
* Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly and record on a damaged/discarded product log.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 26: Wiping Cloths

**Purpose**: To prevent foodborne illness by ensuring wiping cloths are safely used for cleaning and sanitizing surfaces.

**Procedures**:

* Food handlers receive appropriate instructions on use of wiping cloths.
* Cloths used as wiping cloths for food spills are used for no other purpose.
* Wiping cloths used for food spills are stored in chemical sanitizer at a concentration specified in the “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25) and used for wiping up spills on food-contact and non-food contact surfaces of equipment.
* Wiping cloth solution is made up fresh daily, and more frequently as needed.
* Test strips are used to determine the proper concentration of the sanitizing solution and when the sanitizing solution is no longer effective.
* Wiping cloths or sanitizing solutions that become visibly dirty from wiping up food spills are discarded and replaced.

**Monitoring and Recordkeeping:**

* Food handlers will record the test strip concentration for the sanitizing solution on the sanitizer concentration log. Sanitizer concentration logs will be retained for the designated time period.

**Corrective Action:**

* Retrain any food handler found not following this SOP.
* Discard wiping cloths that have been used for purposes other than food spills.
* Discard and make up fresh solution when test strip reveals the improper concentration, or if solution becomes visibly dirty with debris.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 27: Allergens

**Purpose**: To identify products containing allergens and prevent cross-contact of products that could trigger an allergic reaction.

**Note**: *Please see Glossary for clarification on cross-contact vs cross-contamination*.

**Procedures**:

* Responsibilities of Person in Charge
	+ Understands and trains food handlers about the major food allergens (milk, eggs, fish, crustacean shellfish, wheat, tree nuts, peanuts, soybeans, and sesame) and common food-related allergic reactions.
	+ The person in charge and other food handlers will have access, on a need-to-know basis, to a confidential list of students with known food allergies which is released by the designated person who receives information about student health conditions. For special dietary needs requests and other student allergy information, the “designated person” may be the school nurse, person in charge of food service, or another designated school staff member.
	+ Take special precautions to minimize risk of allergic reactions when students have been diagnosed with food allergies.
	+ Provides training to food handlers on allergic reactions, emergency plans in the event of a reaction, label reading, use of standardized recipes, and other aspects of this SOP.
* Purchasing and Receiving Procedures
	+ Only non-latex, single-use gloves will be purchased for food preparation and clean up.
	+ Food labels will be obtained and kept in (specify location):
	+ When notified about students with food allergies, food labels will be used to determine which products contain allergens or are manufactured on equipment that processes products with allergens.
	+ Labels will be rechecked during receiving to determine if there are modified ingredients or a notice that a product may contain certain allergens.
	+ Appropriate arrangements will be made for parents/guardians, school nurses, and others to view labels and recipes.
	+ Standardized recipes will be maintained, updated for changes, and utilized as written. Food handlers will be instructed not to alter recipes without authorization.
* Storage Procedures
	+ Any food items or prepared recipes that contains allergens specific to students with diagnosed food allergies will be stored separately to prevent cross-contact. For example, peanut butter and items that contain peanut products will be kept in the designated space labeled as “peanut products stored here.” The products will be clearly labeled to indicate that the products contain the specific allergen or may have been prepared in a facility that manufacturers items with allergens. Opened containers of products will be stored with sealable cover and stored so that the container is not touching other food products.
* Preparation Procedures:
	+ To preventing cross-contact, food handlers will:
1. Handle products and prepare items that do not contain the allergen(s) first.
2. Prior to working with these items, wash hands with soap to remove any potential allergen residue following procedures outlined in “Handwashing” SOP (#1).
3. Thoroughly wash food contact surfaces that will come in contact with the non-allergen items with detergent solution to remove any residue. These surfaces may include cutting boards and equipment, such as slicers and can openers.
4. Rinse cleaned surfaces with water.
5. Sanitize surfaces and allow to air dry.
6. If disposable gloves are worn during cleaning, discard after cleaning surfaces.
7. Put on clean gloves if coming in contact with a ready-to-eat food items.
8. Designate color coded cutting boards for allergen and non-allergen products to minimize cross contamination. Clean, rinse, and sanitize the color-coded cutting boards separately.
* Meal Service and Clean Up
	+ Set up serving line to prevent cross-contact of non-food allergen products with allergen containing products.
	+ Appropriately label items to help food handlers and students recognize which items may contain allergens.
	+ Keep protective covers on key boards and key pads clean. Clean with detergent solution (not sanitizer) to remove food residue.
	+ If applicable, clean “allergen aware” table prior to meal service with detergent solution using a designated bucket and rag.

**Monitoring and Recordkeeping:**

* Person in charge will continually monitor receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

**Corrective Action:**

* Seek immediate medical attention for students with allergens who may have ingested an allergen-containing or inappropriately labeled product. Follow other policies and procedures in the emergency plan.
* Contact designated person who prepares the confidential list of students with diagnosed food allergies when informed by parent or others that a student not on the official list is in need of special dietary accommodations based on a signed medical statement.
* Retrain any food handler found not following this SOP.
* Discard or appropriately label any food item that has or may have been cross-contacted with allergens so it is not served to a student with specified food allergies.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 28: Food Safety in Emergency Situations or Early School Closure

**Purpose**: To ensure food is safely handled throughout emergency situations or early school closures.

**Procedures**:

* The person in charge will:
	+ Follow school agency or building emergency plans which contain specific procedures to ensure safety of student and staff safety during an emergency.
	+ Contact the local regulatory authority to obtain instructions when there are emergencies which require special attention such as fire, sewer/septic tank back up, burst pipes, or flood.
	+ Review established standard operating procedures that address food safety concerns during emergencies including cooling procedures and documenting disposal of discarded product.
	+ Instruct staff and review those procedures on regular basis, at least once a year.
	+ Provide specific directions regarding safe food handling that are not contained within existing standard operating procedures for all emergency situations.
	+ Observe all food handlers to ensure procedures are being followed.
	+ Inform the local regulatory authority if an emergency affecting food safety occurs.
	+ Discard products in an appropriate manner, when necessary.
	+ Follow up, as necessary, with food handlers and food safety professionals.
	+ Evaluate and update procedures as appropriate.
* All food handlers will:
	+ Follow procedures related to handling food safely during emergencies which include:
		- Making special arrangements for maintaining food items at proper temperatures.
		- Following prescribed cooling procedures for heated TCS foods that will not be served that day.
		- Discarding TCS food items that were out of temperature control during hot holding or in cold storage and deemed to be unsafe due to time spent in the temperature danger zone and/or internal temperature of product.
		- Discarding items contaminated by flood water, sewage, or other source, per order of the local regulatory authority.
	+ Maintain confidentiality when security is an issue.
	+ Be aware of the potential implications when the following issues arise:
		- Menu changes
		- Staff notification systems for conveying information
		- Food transported to satellite units that will not be served due to an emergency or early school closure
		- Food disposal procedures for food items when:
			* Food is wholesome but service is not occurring
			* Food is no longer wholesome because of improper holding temperatures or compromised by exposure to fire, smoke, chemicals, fumes, sewage, contaminated water, or other contaminants.
* For additional detailed guidance on handling emergencies, consult:
	+ [Wisconsin Food Code Fact Sheet](https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets.aspx) “Weather Emergencies: Ensuring Food Safety” *https://datcp.wi.gov/Pages/Programs\_Services/FoodCodeFactSheets.aspx*
	+ [USDA Food Safety and Inspection Service webpage](https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/emergencies/keep-your-food-safe-during-emergencies) “Keep Your Food Safe During Emergencies: Power Outages, Floods, and Fires” *https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/emergencies/keep-your-food-safe-during-emergencies*

**Monitoring and Recordkeeping:**

* Person in charge will visually monitor that food handlers are following the established protocols during the emergency or early school closure.
* Any food discarded due to contamination, unsafe temperatures, or any other factors causing food to become compromised will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Discard food that has been compromised and record on a damaged/discarded product log. Record any discarded food as described under “Monitoring and Recordkeeping.”
* Provide training to food handlers who fail to follow proper emergency procedures.
* Contact the local regulatory authority to obtain assistance, if needed.
* Additional/Alternative Corrective Action (describe):

## SOP 29: Cleaning and Disinfecting Body Fluid Spills

**Purpose**: To safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – including vomit, diarrhea, and blood – are considered potentially infectious.

**Procedures**:

* Ensure that the facility has body fluid cleanup kit assembled and available at all times. Kits can be assembled by the person in charge or other food handler. Alternatively, pre-assembled commercial kits containing recommended supplies are available through many chemical supply vendors and foodservice distributors.
* To assemble a body fluid cleanup kit, place the below items in a waterproof container with a lid. Place a label and date on the assembled kit.
	1. Personal protective equipment (PPE):
		+ Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered. Gloves should be supplied in various sizes.
		+ Disposable gowns with sleeves
		+ Disposable shoe covers
		+ Disposable face masks with eye protection, or disposable face masks plus goggles. Sufficient PPE should be available to protect the eyes, nose, and mouth.
	2. Cleaning and disinfecting supplies:
		+ Sand, or liquid spill absorbent material
		+ Disposable flat-edge scoop, or equivalent (e.g., dustpan, shovel)
		+ Plastic garbage bags and twist-ties
		+ Liquid soap
		+ Disposable paper towels
		+ Disposable mop heads
		+ Bucket designated for chemical use
		+ Spray bottle
		+ Designated disinfecting chemical (i.e., chlorine bleach or other EPA-approved disinfectant effective against norovirus)
		+ Measuring spoon (tablespoon) and cup (1 cup)
	3. Items to block off and restrict contaminated area such as:
		+ Cones
		+ Yellow tape
		+ Signs
	4. Written instructions for using the body fluid cleanup kit.
* Store the body fluid cleanup kit with an unopened container of chlorine bleach (or other EPA-approved disinfectant), the bucket designated for chemical use, and the spray bottle in the area designated for chemical storage and/or cleaning supplies.
* Train food handlers on how to use PPE and the contents of the body fluid cleanup kit.
* When a body fluid spill occurs:
	1. Contain the affected area.
		+ Discontinue foodservice operations if spill occurred in food preparation or service areas.
		+ Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 25 feet of the spill.
		+ Contact workplace administrators, such as the building principal and/or district superintendent.
		+ Contact building custodial staff for assistance as needed.
	2. Remove sick individual(s).
		+ Send sick individual(s) to the school clinic/nurse for assistance.
		+ Exclude (i.e., send home) food handlers with symptoms of vomiting or diarrhea from foodservice operations. Refer to the “Food Handler Health, Personal Cleanliness, & Hygienic Practices” SOP (#2).
		+ Allow only food handlers and/or custodial staff designated to clean and disinfect body fluid spills into the affected area. If the spill is in a non-foodservice area, allow school custodial staff to handle the cleanup.
	3. Retrieve the body fluid cleanup kit and put on personal protective equipment (PPE), including:
		+ Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and non-powdered.
		+ Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
		+ Disposable gown or apron.
		+ Disposable shoe covers.
		+ Face mask.
		+ Eye protection or goggles.
	4. Remove visible body fluid.
		+ Pour sand, or liquid spill-absorbent material, onto body fluid spill.
		+ Use a disposable scoop (or equivalent) and disposable paper towels to remove the sand and body fluid from the affected surfaces.
		+ Dispose of the sand, body fluid, disposable scoop, and paper towels in a plastic garbage bag.
		+ Remove gloves. Dispose of gloves in a plastic garbage bag.
		+ Wash hands.
	5. Clean the affected area.
		+ Before disinfecting, all surfaces should be thoroughly cleaned (i.e., not visibly soiled).
		+ After washing hands, put on new disposable gloves. Consider double gloving.
		+ Clean the affected area with soap, water, and paper towels and/or a disposable mop head. This includes surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
			- Work from clean to dirty surfaces.
			- Always begin cleaning in the least dirty areas and clean toward the known, dirtier areas.
			- If cleaning up any bodily fluids, clean from the edges of the spill toward the center.
			- Bathrooms should be cleaned last.
		+ Clean from top to bottom.
			- Carpets and floors should be cleaned last.
		+ Separate clean linens from soiled linens.
		+ Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
		+ Remove gloves. Dispose of gloves in a plastic garbage bag.
		+ Wash hands.
	6. Disinfect the affected area.
		+ The disinfectant that will be used is (*check one*):

[ ]  chlorine bleach solution

[ ]  other [EPA-Approved Disinfectant Effective Against Norovirus](https://www.epa.gov/pesticide-registration/list-g-epas-registered-antimicrobial-products-effective-against-norovirus)  *https://www.epa.gov/pesticide-registration/list-g-epas-registered-antimicrobial-products-effective-against-norovirus*

**Specify**: Click or tap here to enter text.

* + - After washing hands, put on new disposable gloves. Consider double gloving.

For non-absorbent surfaces (e.g., tile, stainless steel):

* + - * Prepare the disinfecting solution.
				+ Wear all PPE, including the face mask and eye protection. Ensure that area is well ventilated and mix disinfecting solution outdoors if necessary.
				+ Prepare solution immediately before applying it to surfaces. Make bleach solutions fresh daily, as bleach solutions will lose effectiveness after being mixed with water for over 24 hours. Once opened, bleach may begin to lose effectiveness after 30 days. It is recommended to use a new, unopened bottle of bleach every 30 days for preparing disinfecting solutions.
				+ Never mix bleach solution with other cleaners.
				+ If using non-chlorine bleach EPA-approved disinfectant, prepare solution in accordance with the manufacturer’s instructions.
				+ If using chlorine bleach, prepare the solution in accordance with the [EPA-Registered Bleach Product Directions to be Effective Against Norovirus](https://www.epa.gov/pesticide-registration/list-g-epas-registered-antimicrobial-products-effective-against-norovirus) by mixing ¾ cup of chlorine bleach with 1 gallon of water. If using regular strength bleach (5.25%), increase amount of bleach for solution to 1 cup of bleach for 1 gallon of water. For best results, consult label directions on the specific bleach product being used. As a best practice, use high strength chlorine test strips to ensure the final chlorine concentration of the solution is between 1,000-5,000 ppm. Check with your chemical supplier to obtain test strips. *https://www.epa.gov/pesticide-registration/list-g-epas-registered-antimicrobial-products-effective-against-norovirus*
				+ Transfer disinfecting solution to a labeled spray bottle.
			* Using the spray bottle, generously apply the disinfecting solution to affected surfaces, including surfaces that came into direct contact with body fluids, and surfaces that *may* have been contaminated with body fluids.
				+ For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
				+ Use in a well-ventilated area.
			* Disinfect high-touch areas (e.g., door handles, toilets, dispensers, carts, sink faucets, telephones throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
			* **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another EPA-approved disinfectant is used, follow the manufacturer’s instructions for contact time.
			* Rinse surfaces with clean potable water and paper towels and/or a disposable mop head.
			* Allow surfaces to air dry.
			* Dispose of the paper towels and/or disposable mop head in a plastic garbage bag.
			* Remove gloves. Dispose of gloves in a plastic garbage bag.
			* Wash hands.

For absorbent surfaces (e.g., carpet, upholstery, cloth):

* + - * Disinfect with a chemical disinfectant when possible.
			* Steam clean for a minimum of 5 minutes at 170°F or 1 minute at 212°F.
			* When possible, launder in a mechanical washing machine on the hottest water setting and dry in a mechanical dryer on a high heat setting.
			* Dispose of disinfecting materials in a plastic garbage bag, as appropriate.
			* Remove gloves. Dispose of gloves in a plastic garbage bag.
			* Wash hands.
1. Discard potentially contaminated food.
	* + After washing hands, put on new disposable gloves. Consider double gloving.
		+ Dispose of exposed food and food in containers that may have been contaminated by body fluids in a plastic garbage bag. Food in intact, sealed containers (i.e., cans) may be salvaged if adequately cleaned and disinfected.
			- For incidents involving vomit, discard all food within 25 feet of the spill.
			- Have a second person, one who is not directly contacting potentially contaminated food, inventory the discarded food and record on damaged/discarded product log.
		+ Remove gloves. Dispose of gloves in a plastic garbage bag.
		+ Wash hands.
2. Dispose of cleaning and disinfecting materials, as well as PPE.
	* + After washing hands, put on new disposable gloves. Consider double gloving.
		+ Securely tie garbage bags containing all materials disposed of throughout the cleaning and disinfecting process.
		+ Place garbage bags in a second garbage bag (i.e., double bag).
		+ Clean all non-disposable items (bucket, mop handle, etc.) with soap and water, then disinfect. Allow these items to air dry.
		+ Remove PPE, including disposable gloves, and place in second garbage bag.
		+ Securely tie the second garbage bag.
		+ Discard the bag(s) in the designated disposal area.
		+ Remove soiled clothes, if necessary, and place clothes in a separate garbage bag and double-bag as necessary. Securely tie the garbage bag(s). Keep clothes in the tied garbage bag until they can be adequately laundered.
3. Launder dirty linens and clothing.
	* + Items contaminated with bodily fluids that need to be laundered should be double bagged.
		+ Handle contaminated laundry carefully and avoid shaking it, as this can spread pathogens.
		+ Launder contaminated laundry with hot water and a detergent effective against norovirus for the longest available cycle length.
		+ Laundry should then be machine dried on a high heat setting.
4. Wash hands, arms, and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol-based hand antiseptic to hands.
5. Additionally, clean and sanitize affected food contact surfaces.
	* + Wash, rinse, and sanitize any potentially contaminated food contact surfaces in accordance with the “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25).
		+ During this process, be sure to include any food contact surfaces that were cleaned and disinfected as part of the initial bodily fluid spill cleanup, and any food contact surfaces that contained food discarded due to potential contamination.
6. Restock the contents of the body fluid cleanup kit.
7. Complete an incident report, as required.

**Monitoring and Recordkeeping:**

* The person in charge will:
* Establish protocols to contain affected area and communicate these with other stakeholders.
* Ensure at least one food handler per shift is trained to implement this SOP, including being trained on the use of PPE and the body fluid cleanup kit.
* Ensure that food handlers receive refresher training on illnesses and symptoms that must be reported and that they are monitored for signs and symptoms of illness.
* Verify that an incident report is completed when needed. Keep incident report on file for a minimum of one year, or longer depending on school policy.
* A designated food handler will ensure that the body fluid cleanup kit is properly assembled and always stored appropriately. This includes ensuring that supplies and chemicals have not expired. Extra materials and supplies should be available to immediately restock the body fluid cleanup kit after use. It is recommended that the body fluid cleanup kit is checked once per month and that a log is kept to document that the monthly check occurred.
* Contents of the body fluid cleanup kit that are expired or otherwise out-of-date that are discarded will be recorded on a damaged/discarded product log. Damaged/discarded product logs will be retained for the designated time period.

**Corrective Action:**

* Restock the body fluid cleanup kit immediately after items are used. Replace expired or otherwise out-of-date supplies. Record any discarded items as described under “Monitoring and Recordkeeping.”
* Discard food that has been contaminated (or potentially contaminated) and record on a damaged/discarded product log. Record any discarded food as described under “Monitoring and Recordkeeping.”
* Retrain any food handlers that do not follow procedures in the SOP.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 30: Afterschool Snack Program

**Purpose**: Food handlers and any other people involved with snack preparation, set up, service, and clean up responsibilities will work together to ensure that the afterschool snack is safe to eat and that appropriate food safety measures are followed when there are leftover snack items.

**Procedures**:

* Teachers and other school employees will follow ordering procedures established by the food service department for afterschool snack. The person in charge within food service will be notified in advance when there are field trips or other events that prevent afterschool snack from being served at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.
* The person in charge within food service will:
	+ Develop and share procedures for ordering afterschool snacks and any anticipated changes in counts.
	+ Plan snack menus with food safety in mind.
	+ Process orders placed by teachers or other personnel.
	+ Arrange for an appropriate time for snack delivery to service site.
	+ Obtain cold storage transporters (such as coolers) and cooling devices (such as ice packs). Test cold storage/transport equipment items to ensure that cold TCS food items are maintained at 41°F or below. Food items should be maintained at this temperature from when they are removed from the refrigeration unit to when the transporters and any leftovers are returned to the food service department.
	+ Obtain suitable portable hot holding transporters and the equipment items to ensure that heated TCS foods will be held at 135°F or above. Food items should be maintained at this temperature from when they are removed from ovens or other heated units to when the transporters and any leftovers are returned to the food service department.
	+ Review safe food handling procedures with teachers or other school personnel with snack transporting, set up, serving, and clean up responsibilities.
	+ Routinely visit snack serving area to determine if appropriate food safety measures are followed and evaluate set up, assembly, service, and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow-up training to address needs and follow up with administration when there are non-compliance findings.
* All food handlers who prepare and/or pack afterschool snacks for service will:
	+ Follow standard operating procedures established in the food safety plan for “Handwashing” SOP (#1) and “Food Handler Health, Personal Cleanliness, & Hygienic Practices” SOP (#2).
	+ Prepare and pack snacks according to the order and make necessary modifications for anticipated changes in the counts.
	+ Follow all standard operating procedures during food preparation to minimize contamination and time that TCS foods are held between 41°F and 135°F which includes:
		- Keeping cold items under refrigeration until time of transport to service location.
		- Heating items prior to delivery to minimize holding time and keeping hot items in oven or other heated unit until packed for immediate delivery to service location.
	+ Use gloves or utensils to prevent bare hand contact when handling ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use” SOP (#3).
	+ Place all cold TCS foods in portable cold storage units with ice packs or other devices to maintain temperature control during delivery and service.
	+ Follow procedures for taking and recording temperatures prior to delivery of snack items.

**Note:** *Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41*°*F or below, it is not necessary to insert probe directly into opened milk carton.*

* Teachers and other school employees with snack set up, service, and clean up duties will:
	+ Observe appropriate food handling techniques, such as:
		- Washing hands prior to assembling, distributing, or otherwise handling food. Refer to “Handwashing” SOP (#1).
		- Using gloves or other appropriate barrier to prevent bare hand contact with ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).
		- Keeping cold and hot items in transporters until time of meal service.
		- Serving snacks as soon as possible when delivered to snack area.
		- Encouraging students to wash hands prior to meal service.
		- Discarding any leftover food that has been served to students.
		- Following established procedures for returning/discarding menu items that have not been served to students.
		- Cleaning and sanitizing food contact surfaces after service.
		- Following procedures for removing trash from snack service area.
	+ Promptly return portable cold storage units with reusable ice packs and other equipment to the school food service.
* All food handlers receiving returned food items and transporters will:
	+ Discard any items that have been opened or appear to have been served to students, including packaged bakery type items, milk, juice boxes, fruits, and vegetables.
	+ Discard any heated products that will not retain sufficient quality if saved, cooled, and reheated. Notify person in charge if waste appears excessive so appropriate changes can be made in menu, or the number of items packed.
	+ Follow procedures for taking temperatures of any other heated items returned in the transporter that are intended to be saved for future service. Record temperatures on designated log. Discard any hot TCS foods if temperature checks reveal that items are not at 135°F or above. Follow procedures in “Cooling TCS Foods” SOP (#20) for any returned hot items that will be cooled and reheated for future service. Record times and temperatures on cooling log as appropriate.
	+ Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on designated log. Discard any milk, refrigerated juices, or other cold TCS foods if temperature checks reveal that items are not at 41°F or below. Record any waste on damaged/discarded product log.
	+ Adhere and refer to “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25) to clean and sanitize items returned from classrooms or other serving areas.
	+ Store utensils, transporters, pans, and other items to minimize contamination.

**Monitoring and Recordkeeping:**

* Monitor temperature logs for heated items to ensure they are cooked to the appropriate minimum internal temperature and held at 135°F or above. Follow up with food handlers if temperatures are not recorded, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Monitor temperature logs for cold items to ensure they are held at 41°F or below. Follow up with food handlers if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Person in charge will review temperature logs to ensure there are no temperature deviations and necessary corrective action is taken.
* Any food discarded will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.
* Monitor food waste to determine if changes in the serving size and/or total amount of snacks or meals prepared is warranted. Person in charge will review damaged/discarded product logs to assess food waste.

**Corrective Action:**

* Any food items that have been contaminated, temperature abused, handled improperly, or compromised in quality will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Retrain any food handlers who do not follow the procedures in this SOP.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 31: Breakfast in the Classroom

**Purpose**: Food handlers and any other people involved with breakfast preparation, set up, service, and clean up responsibilities will work together to ensure that breakfast in the classroom is safe to eat and that appropriate food safety measures are followed when there are leftover breakfast items.

**Procedures**:

* Teachers and other school employees will follow ordering procedures established by the food service department for breakfast in the classroom. The person in charge within food service will be notified in advance when there are field trips or other events that prevent breakfast in the classroom from being served at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.
* The person in charge within food service will:
	+ Develop and share procedures for ordering breakfasts for service in the classroom and any anticipated changes in counts.
	+ Plan breakfast menus with food safety in mind.
	+ Process orders placed by teacher or other personnel.
	+ Arrange for an appropriate time for meal delivery to service site.
	+ Obtain cold storage transporters (such as coolers) and cooling devices (such as ice packs). Test cold storage/transport equipment items to ensure that cold TCS food items are maintained at 41°F or below. Food items should be maintained at this temperature from when they are removed from the refrigeration unit to when the transporters and any leftovers are returned to the food service department.
	+ Obtain suitable portable hot holding transporters and the equipment items to ensure that heated TCS foods will be held at 135°F or above. Food items should be maintained at this temperature from when they are removed from ovens or other heated units to when the transporters and any leftovers are returned to the food service department.
	+ Review safe food handling procedures with teachers or other school personnel with breakfast transporting, set up, serving, and clean up responsibilities.
	+ Routinely visit classrooms to determine if appropriate food safety measures are followed and evaluate set up, assembly, service, and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow-up training to address needs and follow up with administration when there are non-compliance findings.
* All food handlers who prepare and/or pack breakfast for service in the classroom will:
	+ Follow standard operating procedure established in the food safety plan for “Handwashing” SOP (#1) and “Food Handler Health, Personal Cleanliness, & Hygienic Practices” SOP (#2).
	+ Prepare and pack breakfast according to the order and make necessary modifications for anticipated changes in the counts.
	+ Follow all standard operating procedures during food preparation to minimize contamination and time that TCS foods are held between 41°F and 135°F which includes:
		- Keeping cold items under refrigeration until time of transport to classrooms.
		- Heating items prior to delivery to minimize holding time and keeping hot items in oven or other heated unit until packed for immediate delivery to the classrooms.
	+ Use gloves or utensils to prevent bare hand contact when handling ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use” SOP (#3).
	+ Place all cold TCS foods in portable cold storage units with ice packs or other devices to maintain temperature control during delivery and service.
	+ Follow procedures for taking and recording temperatures prior to delivery of breakfast items.

**Note:** *Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41°F or below, it is not necessary to insert probe directly into opened milk carton.*

* Teachers and other school employees with breakfast set up, service, and clean up duties will:
	+ Observe appropriate food handling techniques, such as:
		- Washing hands prior to assembling, distributing, or otherwise handling food. Refer to “Handwashing” SOP (#1).
		- Using gloves or other appropriate barrier to prevent bare hand contact with ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).
		- Keeping cold and hot items in transporters until time of meal service.
		- Serving meals as soon as possible when delivered to classroom.
		- Encouraging students to wash hands prior to meal service.
		- Discarding any leftover food that has been served to students.
		- Following established procedures for returning/discarding menu items that have not been served to students.
		- Cleaning and sanitizing food contact surfaces after service.
		- Following procedures for removing trash from classroom.
	+ Promptly returning portable cold storage units with reusable ice packs and other equipment to the school food service.
* All food handlers receiving returned food items and transporters will:
	+ Discard any items that have been opened or appear to have been served to students, including packaged bakery type items, milk, juice boxes, fruits, and vegetables. Record any waste on damaged/discarded product log.
	+ Discard any heated products that will not retain sufficient quality if saved, cooled, and reheated. Notify person in charge if waste appears excessive so appropriate changes can be made in menu or the number of items packed.
	+ Follow procedures for taking temperatures of any other heated items returned in the transporter that are intended to be saved for future service. Record temperatures on designated log. Discard any hot TCS foods if temperature checks reveal that items are not at 135°F or above. Follow procedures in “Cooling TCS Foods” SOP (#20) for any returned hot items that will be cooled and reheated for future service. Record times and temperatures on cooling log as appropriate.
	+ Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on designated log. Discard any milk, refrigerated juices, or other cold TCS foods if temperature checks reveal that items are not at 41° F or below. Record any waste on damaged/discarded product log.
	+ Adhere and refer to “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25) to clean and sanitize items returned from classrooms or other serving areas.
	+ Store utensils, transporters, pans, and other items to minimize contamination.

**Monitoring and Recordkeeping:**

* Monitor temperature logs for heated items to ensure they are cooked to the appropriate minimum internal temperature and held at 135°F or above. Follow up with food handlers if temperatures are not recorded, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Monitor temperature logs for cold items to ensure they are held at 41°F or below. Follow up with food handlers if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Person in charge will review temperature logs to ensure there are no temperature deviations and necessary corrective action is taken.
* Any food discarded will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.
* Monitor food waste to determine if changes in the serving size and/or total amount of snacks or meals prepared is warranted. Person in charge will review damaged/discarded product logs to assess food waste.

**Corrective Action:**

* Any food items that have been contaminated, temperature abused, handled improperly, or compromised in quality will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Retrain any food handlers who do not follow the procedures in this SOP.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

## SOP 32: Field Trip Meals

**Purpose**: To ensure meals provided for field trips are safely prepared, transported, and served through cooperation between food handlers, teachers, other school staff, and parents.

**Procedures**:

* Teachers, other school employees, and parents will follow ordering procedures established by the food service department for field trip meals. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.
* The person in charge will:
	+ Develop and share procedures for ordering meals and any anticipated changes in counts.
	+ Plan field trip meal menus with food safety in mind.
	+ Process orders from teachers, other school staff, or parents.
	+ Arrange for an appropriate time and location for picking up or delivering field trip meals.
	+ Obtain portable cold storage units (such as coolers) and cooling devices such as ice packs that will keep cold food items at 41°F or below. Test cold storage/transport equipment items to ensure that cold TCS food items are maintained at 41°F or below.
	+ Review safe food handling procedures with teachers or other school personnel with field trip meal transporting, set up, serving, and clean up responsibilities.
* All food handlers that prepare and/or pack field trip meals will:
	+ Follow standard operating procedures established in the food safety plan for “Handwashing” SOP (#1) and “Food Handler Health, Personal Cleanliness, & Hygienic Practices” SOP (#2).
	+ Prepare and pack meals according to the order and make necessary modifications for anticipated changes in the counts.
	+ Follow all standard operating procedures during food preparation to minimize contamination and time that TCS foods are held between 41°F and 135°F which includes:
		- Keeping cold items under refrigeration until time of transport to service location.
	+ Use gloves or utensils to prevent bare hand contact when handling ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use” SOP (#3).
	+ Store components of field trip meals that must be refrigerated in cold storage units (such as refrigerators) until time of pick up or meal delivery.
	+ Place all cold TCS foods in portable cold storage units with ice packs or other devices to maintain temperature control during delivery and service.
	+ Follow procedures for taking and recording temperatures prior to delivery of meals.

**Note:** *Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41°F or below, it is not necessary to insert probe directly into opened milk carton.*

* + Place all TCS foods in portable cold storage units with ice packs or other devices to maintain temperature during holding.
* Teachers, other school employees, and volunteers who chaperone field trips will:
	+ Observe appropriate food handling techniques, such as:
		- Washing hands prior to assembling, distributing, or otherwise handling food. Refer to “Handwashing” SOP (#1).
		- Using gloves or other appropriate barrier to prevent bare hand contact with ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).
		- Keeping cold items in transporters until time of meal service.
		- Serving meals within 4 hours of picking up meals from food service.
		- Encouraging students to wash hands prior to meal service.
		- Discarding any leftover food that has been served to students.
		- Following established procedures for returning/discarding menu items that have not been served to students.
		- Cleaning and sanitizing food contact surfaces after service.
	+ Promptly return portable cold storage units with reusable ice packs and other equipment to the school food service after returning from field trip.
* All food handlers receiving returned food items and transporters will:
	+ Discard any items that have been opened or appear to have been served to students, including packaged bakery type items, milk, juice boxes, fruits, and vegetables.
	+ It is recommended to discard all returned TCS food items, regardless of temperature and wholesomeness. However, temperatures of milk and other cold items returned in the transporter could be taken and recorded on designated log. Any milk, refrigerated juices, or other cold TCS foods must be discarded if temperature checks reveal that items are not at 41°F or below. Record any waste on damaged/discarded product log.
	+ Any returned non-TCS food items that have not been served to students and remain in wholesome condition may be saved for future service. Examples include unopened applesauce cups, packaged crackers, boxes of craisins, etc.
	+ Adhere and refer to “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25) to clean and sanitize items returned from classrooms or other serving areas.
	+ Store utensils, transporters, pans, and other items to minimize contamination.

**Monitoring and Recordkeeping:**

* Monitor temperature logs for cold items to ensure they are held at 41°F or below. Follow up with food handlers if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Person in charge will review temperature logs to ensure there are no temperature deviations and necessary corrective action is taken.
* Any food discarded will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.
* Monitor food waste to determine if changes in the serving size and/or total amount of snacks or meals prepared is warranted. Person in charge will review damaged/discarded product logs to assess food waste.

**Corrective Action:**

* Any food items that have been contaminated, temperature abused, handled improperly, or compromised in quality will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Retrain any food handlers who do not follow the procedures in this SOP.
* Additional/Alternative Corrective Action (describe):

## SOP 33: Fresh Fruit and Vegetable Program (FFVP)

**Purpose**: Food handlers and any other people involved with FFVP preparation, set up, service, and clean up responsibilities will work together to ensure that the FFVP snack is safe to eat and that appropriate food safety measures are followed when there are leftover items.

**Procedures**:

* Teachers, volunteers, and other school staff will follow ordering procedures established by the food service department for FFVP. The person in charge within food service will be notified in advance when there are field trips or other events that prevent the FFVP snack from being served at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.
* The person in charge within food service will:
	+ Develop and share procedures for ordering FFVP snacks and any anticipated changes in counts.
	+ Plan FFVP snacks with food safety in mind, including not serving raw seed sprouts to pre-school students.
	+ Arrange for an appropriate time for delivery when items are served in other locations.
	+ Obtain cold storage transporters (such as coolers) and cooling devices (such as ice packs). Test cold storage/transport equipment items to ensure that cold TCS food items are maintained at 41°F or below. Food items should be maintained at this temperature from when they are removed from the refrigeration unit to when the transporters and any leftovers are returned to the food service department.
	+ Obtain suitable portable hot holding transporters and the equipment items to ensure that heated TCS foods will be held at 135°F or above. Food items should be maintained at this temperature from when they are removed from ovens or other heated units to when the transporters and any leftovers are returned to the food service department.
	+ Review safe food handling procedures with teachers or other school personnel with FFVP snack transporting, set up, serving, and clean up responsibilities.
	+ Routinely visit serving areas to determine if appropriate food safety measures are followed and evaluate set up, assembly, service, and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training to address needs and follow up with administration when there are non-compliance findings.
* All food handlers who prepare and/or pack items for the FFVP will:
	+ Follow standard operating procedures established in the food safety plan for “Handwashing” SOP (#1) and “Food Handler Health, Personal Cleanliness, & Hygienic Practices” SOP (#2).
	+ Prepare and pack fruits and vegetables according to the order and make necessary modifications for anticipated changes in counts, serving sizes, and/or quantities that students will consume.
	+ Follow all standard operating procedures during food preparation to minimize contamination and time that TCS foods are held between 41°F and 135°F which includes:
		- Keeping cold items under refrigeration until time of transport to service location.
		- Heating items prior to delivery to minimize holding time and keeping hot items in oven or other heated unit until packed for immediate delivery to service location.
	+ Use gloves or utensils to prevent bare hand contact when handling ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use” SOP (#3).
	+ Place all cold TCS foods in portable cold storage units with ice packs or other devices to maintain temperature during delivery and service.
	+ Follow procedures for taking and recording temperatures prior to delivery of FFVP snack items.
* Teachers and other school employees with FFVP set up, service, and clean up duties will:
	+ Observe appropriate food handling techniques, such as:
		- Washing hands prior to assembling, distributing, or otherwise handling food. Refer to “Handwashing” SOP (#1).
		- Using gloves or other appropriate barrier to prevent bare hand contact with ready-to-eat foods. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).
		- Keeping cold and hot items in transporters until time of meal service.
		- Serving fresh fruits and vegetables as soon as possible after delivery to serving area.
		- Encouraging students to wash hands prior to service.
		- Discarding any leftover fruits and vegetables that have been served to students or exposed to sources of contamination.
		- Following established procedures for returning/discarding menu items that have not been served to students.
		- Cleaning and sanitizing food contact surfaces after service.
		- Following procedures for removing trash from service area.
	+ Promptly return portable cold storage units with reusable ice packs, containers, utensils, and any other equipment to the school food service.
* All school food handlers receiving returned food items and transporters will:
	+ Discard any items that have been opened or appear to have been served to students.
	+ Discard any heated products that will not retain sufficient quality if saved, cooled, and reheated. Notify person in charge if waste appears excessive so appropriate changes can be made in menu or the number of items packed.
	+ Follow procedures for taking temperatures of any other heated items returned in the transporter that are intended to be saved for future service. Record temperatures on designated log. Discard any hot TCS foods if temperature checks reveal that items are not at 135°F or above. Follow procedures in “Cooling TCS Foods” SOP (#20) for any returned hot items that will be cooled and reheated for future service. Record times and temperatures on cooling log as appropriate.
	+ Follow procedures for taking temperatures of cold items returned in the transporter. Record temperatures on designated log. Discard any cold TCS foods (including cut leafy greens, cut tomatoes, and cut melons) if temperature checks reveal that items are not at 41° F or below. Record any waste on damaged/discarded product log.
	+ Adhere and refer to “Cleaning and Sanitizing Food Contact Surfaces” SOP (#25) to clean and sanitize items returned from classrooms or other serving areas.
	+ Store utensils, transporters, pans, and other items to minimize contamination.

**Monitoring and Recordkeeping:**

* Monitor temperature logs for heated items to ensure they are cooked to the appropriate minimum internal temperature and held at 135°F or above. Follow up with food handlers if temperatures are not recorded, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Monitor temperature logs for cold items to ensure they are held at 41°F or below. Follow up with food handlers if logs have not been completed, there is questionable information recorded, or if appropriate corrective action has not been taken.
* Person in charge will review temperature logs to ensure there are no temperature deviations and necessary corrective action is taken.
* Any food discarded will be recorded on a damaged/discarded product log. Damaged/discarded product log will be retained for the designated time period.
* Monitor food waste to determine if changes in the serving size and/or total amount of snacks or meals prepared is warranted. Person in charge will review damaged/discarded product logs to assess food waste.

**Corrective Action:**

* Any food items that have been contaminated, temperature abused, handled improperly, or compromised in quality will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* Retrain any food handlers who do not follow the procedures in this SOP.
* Additional/Alternative Corrective Action (describe):

## SOP 34: Using Time Alone as a Public Health Control for TCS Foods

**Purpose**: To prevent foodborne illness by ensuring TCS foods are not held in the temperature danger zone for more than the allowed time under this plan.

**Note**: *A written plan for using time as a public health control must be prepared in advance, maintained in the food establishment, and made available to the regulatory authority upon request.*

**Procedures**:

* TCS food can be held without temperature control for up to a maximum of 6 hours, if:
	+ Food is held at 41°F or lower before removed from temperature control (i.e., cold holding), AND
* Internal temperature of food does not exceed 70°F during the maximum time period of 6 hours and is discarded if it exceeds 70°F, AND
* Food is labeled or otherwise identified to indicate the time the food was removed from temperature control and the time that is 6 hours past the point in time when the food was removed from temperature control, AND
* Food is sold, served, or discarded within 6 hours, AND
* Food in unmarked containers/packages, or marked with a time that exceeds the 6-hour time limit is discarded
* TCS food can be held without temperature control for up to a maximum of 4 hours, if:
* Food is held at 135°F or higher, or at 41°F or lower before removed from temperature control (i.e., hot/cold holding), AND
* Food is labeled or otherwise identified to indicate the time the food was removed from temperature control and the time that is 4 hours past the point in time when the food was removed from temperature control, AND
* Food is sold, served, or discarded within 4 hours, AND
* Food in unmarked containers/packages, or marked with a time that exceeds the 4-hour time limit is discarded.
* When using time alone as a public health control, leftovers are not allowed and may not be saved for future service. At the end of the serving period, any TCS foods remaining outside of temperature control must be discarded. Indicate the discard time or the time the product has been consumed on the log sheet.
* 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.

**Monitoring and Recordkeeping**:

* Food handlers will continually monitor that food is properly marked or identified with the 4- or 6-hour time period from when the food is removed from temperature control.
* Food handlers will continually monitor that food is cooked, served, or discarded by the indicated 4- or 6-hour time period.
* Food handlers will record times, temperatures, foods discarded, and any corrective action taken on Time as a Public Health Control Log. Logs will be retained for the designated time period.
* The person in charge will verify that food handlers have taken the required temperatures and documented the time when foods were removed from temperature control by visually monitoring food handlers and reviewing the appropriate log.

**Corrective Action**:

* Provide necessary training if food handlers are not following proper procedures.
* Discard any unmarked or unidentified food, or any food that is noted to exceed the established 4- or 6-hour limit and record as described under “Monitoring and Recordkeeping.”
* Additional/Alternative Corrective Action (describe):

## SOP 35: Use of Insulated Milk Barrels/Bags for Holding Half-Pints of Milk During Meal Service

**Purpose**: To prevent foodborne illness by ensuring that TCS foods are not held in the temperature danger zone during meal transport or service.

**Procedures**:

* This procedure applies to any food handlers who set up the milk barrels, teachers serving the milk, and food handlers who receive the barrels after service.
* Milk barrels/bags will be used in (*check all that apply*):

[ ]  Cafeteria

[ ]  Breakfast carts

[ ]  Breakfast in the classroom

[ ]  Lunch in the classroom

[ ]  Other (please describe):

* Insulated milk barrels/bags will only be used for short term storage of milk during meal transport or service. Frozen inserts for the barrels/bags will be removed from the freezer and placed in the milk barrels/bags prior to the start of meal service. A calibrated thermometer should be kept inside the milk barrel/bag.
* Using insulated milk bags or barrels **without** ice or frozen inserts is not considered “temperature control.” In this instance, time alone is being used as a public health control and a separate, distinct “Using Time Alone as a Public Health Control for TCS Foods” SOP (#34) is needed.
* Process for Using Milk Barrels/Bags:
1. Frozen inserts will be placed into the milk barrel/bag prior to filling the barrel.
2. The ambient air temperature of the milk barrels/bags will be monitored prior to filling the barrels/bags with half-pints of milk. This can be done by placing a calibrated thermometer in the barrel/bag. The date, time, and temperature of the milk barrel/bag will be noted on the temperature log when the unit reaches 41°F or below. When the temperature has reached 41°F or below, the milk will be placed in the barrel/bag.
3. The milk barrels/bags will be kept closed until service.
4. The temperature of the milk will be taken after service. This will be done by placing a calibrated thermometer between two cartons at the top of the milk barrel/bag. The time and temperature of the milk cartons in the barrels/bags will be recorded on the temperature log.
5. If the temperature of the milk cartons in the barrel/bag registers above 41°F when the temperature is monitored, the half-pints of milk remaining in the barrel/bag will be discarded.
6. Unopened, half-pints of milk held in the milk barrels/bags with an internal temperature of 41°F or below will be returned for long-term storage in refrigeration units under mechanical operation when meal service is concluded.
7. The frozen inserts will be returned to the freezer for the next day’s meal service.

**Monitoring and Recordkeeping:**

* In accordance with the above procedures, temperatures of the ambient air in the milk bags/barrels and of the half-pints of milk will be monitored and recorded on the Milk Bag/Barrel Temperature Log. Milk bag/barrel temperature logs will be retained for the designated time period.
* Any milk discarded due to improper temperature will be recorded on the Milk Bag/Barrel Temperature Log. Milk bag/barrel temperature logs will be retained for the designated time period.

**Corrective Action:**

* If the temperature of the milk cartons in the barrel or bag registers above 41° F when the temperature is monitored, the half-pints of milk remaining in the barrel will be discarded and recorded as described under “Monitoring and Recordkeeping.”
* If time as a public health control is being used refer to the “Time as A Public Health Control SOP” for corrective actions.
* Retrain any food handlers that do not follow procedures outlined in this SOP.
* Additional/Alternative Corrective Action (describe): Click or tap here to enter text.

# Food Handler Orientation and Training

The person in charge will provide or arrange for training of food handlers as part of orientation, annual in-service, and other times during the school year as needed.

## New Food Handler Orientation:

All new food handlers involved in food preparation and service will:

* Meet with the person in charge to receive training on basic food safety. This training will include (but is not limited to) proper handwashing procedures, personal hygiene expectations, and required reporting of illnesses.
* Receive training on the SOPs specific to their job assignments.
* Be able to identify the person(s) at the site or in the SFA who is the certified food protection manager (such as ServSafe Food Protection Manager), as well as where the certification is posted within the food service establishment.

## Ongoing Food Safety Training

* Training needs of food handlers will be identified prior to the start of each school year.
* The identified training needs will be based on observations, corrective actions that were required, and recommendations by the local regulatory authority during recent food safety inspections.
* Training calendar will be completed prior to the start of each school year.
* Appropriate resources used in the training activities may include videos, pre-planned lessons, and guest speakers. For food safety training resources and links, visit the [Wisconsin School Nutrition Food Safety](https://dpi.wi.gov/school-nutrition/food-safety) webpage

 *https://dpi.wi.gov/school-nutrition/food-safety*

* Those who attend the training sessions held at the school will sign in on a roster.
* Training activities may also include food safety courses held off-site.
* Food safety training hours may count towards the annual required training hours to meet professional standards requirements. For more details about professional standards, visit the [Wisonsin School Nutrition Professional Standards](https://dpi.wi.gov/school-nutrition/professional-standards) webpage *https://dpi.wi.gov/school-nutrition/professional-standards*

## New Food Handler Orientation Agreement Form

**Name**: Click or tap here to enter text.

**Position Title**: Click or tap here to enter text.

**School/Site Name**: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Standard Operating Procedure** | Check if discussed | Check if N/A |
| 1 | *Handwashing* |[ ] [ ]
| 2 | *Food Handler Health, Personal Cleanliness, and Hygienic Practicies* |[ ] [ ]
| 3 | *No Bare Hand Contact When Handling Ready-to-eat Foods & Proper Glove Use* |[ ] [ ]
| 4 | *Non-Food Service Staff & Other Visitors in Food Service* |[ ] [ ]
| 5 | *Using and Calibrating Food Thermometers* |[ ] [ ]
| 6 | *Facility and Equipment Maintenance* |[ ] [ ]
| 7 | *Approved Food Source* |[ ] [ ]
| 8 | *Handling a Food Recall* |[ ] [ ]
| 9 | *Receiving Deliveries* |[ ] [ ]
| 10 | *Storing Food* |[ ] [ ]
| 11 | *Date Marking* |[ ] [ ]
| 12 | *Storing and Using Chemicals* |[ ] [ ]
| 13 | *Preventing Cross-Contamination During Storage and Preparation* |[ ] [ ]
| 14 | *Washing and Handling Fresh Fruits/Vegetables* |[ ] [ ]
| 15 | *Thawing TCS Food* |[ ] [ ]
| 16 | *Controlling Time and Temperature During Preparation* |[ ] [ ]
| 17 | *Cooking TCS Food* |[ ] [ ]
| 18 | *Holding TCS Food* |[ ] [ ]
| 19 | *Reheating Fully Cooked, Commercially Processed, TCS Food* |[ ] [ ]
| 20 | *Cooling TCS Food* |[ ] [ ]
| 21 | *Reheating TCS Food* |[ ] [ ]
| 22 | *Transporting Food to Satellite Kitchens* |[ ] [ ]
| 23 | *Serving Food* |[ ] [ ]
| 24 | *Preventing Cross-Contamination at Food Bars/Self Service* |[ ] [ ]
| 25 | *Cleaning and Sanitizing Food Contact Surfaces* |[ ] [ ]
| 26 | *Wiping Cloths* |[ ] [ ]
| 27 | *Allergens* |[ ] [ ]
| 28 | *Food Safety in Emergency Situations or Early School Closure* |[ ] [ ]
| 29 | *Cleaning and Disinfecting Body Fluid Spills* |[ ] [ ]
| 30 | *Afterschool Snack Program* |[ ] [ ]
| 31 | *Breakfast in the Classroom* |[ ] [ ]
| 32 | *Field Trip Meals* |[ ] [ ]
| 33 | *Fresh Fruit and Vegetable Program (FFVP)* |[ ] [ ]
| 34 | *Using Time Alone as a Public Health Control for TCS Foods* |[ ] [ ]
| 35 | *Use of Insulated Milk Barrels/Bags for Holding Half-Pints of Milk During Meal Service* |[ ] [ ]
| 36 | Click or tap here to enter text. |[ ] [ ]
| 37 | Click or tap here to enter text. |[ ] [ ]
| 38 | Click or tap here to enter text. |[ ] [ ]
| 39 | Click or tap here to enter text. |[ ] [ ]
| 40 | Click or tap here to enter text. |[ ] [ ]

“I understand that these procedures were developed to protect the safety of students and other food service customers. I agree to follow these policies and ask questions when I need clarification.”

**Food Handler Signature**: Click or tap here to enter text.**Date**: Click or tap here to enter text.

**Person in Charge Signature**: Click or tap here to enter text.**Date**: Click or tap here to enter text.

## Annual Training Calendar

**Instructions**: Use this calendar to plan which specific food safety topics will be incorporated into staff training each month.

**School/Site Name**: Click or tap here to enter text.

**School Year**: Click or tap here to enter text.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Training Topic** | **Aug.** | **Sep.** | **Oct.** | **Nov.** | **Dec.** | **Jan.** | **Feb.** | **Mar.** | **Apr.** | **May** | **June** | **July** |
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# Food Safety Plan Review

**Instructions**: Complete plan review for each preparation and serving location periodically, but at least annually, to reflect changes. Make updates and add new items where applicable. Include effective date on any modified items or forms. Keep completed plan review form with the food safety plan at each of the school food preparation and serving site.

**School/Site Name:** Click or tap here to enter text.

**School Year**: Click or tap here to enter text.

**Date Review Completed**: Click or tap here to enter text.

1. **In the table below, check if changes were made to each section and note the date it was updated.**

|  |  |  |
| --- | --- | --- |
| **Section of Plan** | **Check if Section Required Updates** | **Date Updated** |
| Description of Program Overview and Facility |[ ]  Click or tap here to enter text. |
| Equipment Inventory |[ ]  Click or tap here to enter text. |
| Categorizing Menu Items as Process 1, 2, or 3 |[ ]  Click or tap here to enter text. |
| Monitoring/Corrective Action Responsibilities |[ ]  Click or tap here to enter text. |
| Recordkeeping Responsibilities |[ ]  Click or tap here to enter text. |
| Standard Operating Procedures |[ ]  Click or tap here to enter text. |
| Food Handler Orientation/Training |[ ]  Click or tap here to enter text. |
| Other: Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
| Other: Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
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| Other: Click or tap here to enter text. |[ ]  Click or tap here to enter text. |

1. Were updates made for any additional programs or services?

[ ]  Yes

[ ]  No

1. Were improvements made to the food safety plan based on suggestions by the local regulatory authority>?

[ ]  Yes

[ ]  No

1. Describe additional training needed to support the food safety plan.

Click or tap here to enter text.

1. How will identified training needs be met? Describe and include anticipated date(s) for training.

Click or tap here to enter text.

1. Does the person in charge at this site demonstrate knowledge of the food safety plan?

[ ]  Yes

[ ]  No.

If no, what steps will be taken to ensure the person in charge at each site is knowledgeable about the plan?

 Click or tap here to enter text.

1. Were changes to this food safety plan conveyed to all food handlers?

[ ]  Yes

[ ]  No.

If no, what steps will be taken to ensure all food handlers are aware of the changes made to the plan?

Click or tap here to enter text.

**Name of Individual Reviewing:** Click or tap here to enter text.

**Position Title:** Click or tap here to enter text.

## Checklist for Review of Food Safety System and Plan

**School/Site Name:** Click or tap here to enter text.

**Observer:** Click or tap here to enter text.

**Date of Observation:** Click or tap here to enter text.

**Instructions**: The person in charge or other designee will use this checklist to assess food safety practices in the operation. The observer will document responses and any corrective action taken on this plan. The completed form will be retained for future reference.

This checklist will be completed *(check one)*:

 [ ]  Monthly

 [ ]  Twice per year

 [ ]  Annually

 [ ]  Other: Click or tap here to enter text.

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| --- | --- | --- | --- |
| **Personal Health and Hygiene** | **Yes** | **No** | **Corrective Action** |
| Food handlers are properly attired including proper shoes | [ ]  | [ ]  | Click or tap here to enter text. |
| Hair net or designated hair restraints properly worn | [ ]  | [ ]  | Click or tap here to enter text. |
| Fingernails are short, unpolished, and clean unless suitable arrangements are made with person in charge | [ ]  | [ ]  | Click or tap here to enter text. |
| Jewelry is limited to plain band ring | [ ]  | [ ]  | Click or tap here to enter text. |
| Disposable gloves are changed at appropriate times and are never reused or washed | [ ]  | [ ]  | Click or tap here to enter text. |
| Open or draining wounds, cuts, and boils on hands/wrists covered with impermeable cover and single-use glove | [ ]  | [ ]  | Click or tap here to enter text. |
| Eating, drinking, and gum chewing are observed only in designated areas away from work areas | [ ]  | [ ]   | Click or tap here to enter text. |
| Disposable tissues are used and disposed of when coughing/blowing nose | [ ]  | [ ]  | Click or tap here to enter text. |
| Food handlers take appropriate action when coughing or sneezing | [ ]  | [ ]  | Click or tap here to enter text. |
| Disposable gloves worn when handling ready-to-eat foods | [ ]  | [ ]  | Click or tap here to enter text. |
| Hands are washed thoroughly using proper handwashing procedures at critical points | [ ]  | [ ]  | Click or tap here to enter text. |
| Food handlers comply with restrictions/ exclusion, per SOP | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Dry Storage** | **Yes** | **No** | **Corrective Action** |
| Temperature is between 50 and 70F | [ ]  | [ ]  | Click or tap here to enter text. |
| All food and paper supplies stored at least six inches off floor | [ ]  | [ ]  | Click or tap here to enter text. |
| The FIFO (first in, first out) method of inventory is being practiced | [ ]  | [ ]  | Click or tap here to enter text. |
| Open packages of food are stored in labeled containers with tight fitting lids | [ ]  | [ ]  | Click or tap here to enter text. |
| No bulging or leaking canned goods in storage | [ ]  | [ ]  | Click or tap here to enter text. |
| All surfaces and floors are clean | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is protected from contamination | [ ]  | [ ]  | Click or tap here to enter text. |
| Chemicals are stored away from food and other food-related supplies. | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Equipment and Maintenance** | **Yes** | **No** | **Corrective Action** |
| All surfaces of equipment are clean to sight and touch including serving lines, storage shelves, cabinets, ovens, ranges, and steamers | [ ]  | [ ]  | Click or tap here to enter text. |
| Food slicer is broken down, cleaned, sanitized, and air dried after use | [ ]  | [ ]  | Click or tap here to enter text. |
| Empty boxes, containers, and recyclables are removed from site  | [ ]  | [ ]  | Click or tap here to enter text. |
| Loading dock and area around dumpster are clean and odor free | [ ]  | [ ]  | Click or tap here to enter text. |
| Exhaust hood and filters are clean | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Refrigeration, Freezer, and Milk Cooler Units** | **Yes** | **No** | **Corrective Action** |
| Appropriate thermometers are placed in warmest locations of cold units, are readily available, and are accurate to +/- 3F | [ ]  | [ ]  | Click or tap here to enter text. |
|  Temperature of cold held food is at or below 41F | [ ]  | [ ]  | Click or tap here to enter text. |
| Air temperature of all refrigerators and freezers is monitored and documented daily  | [ ]  | [ ]  | Click or tap here to enter text. |
| All food is properly wrapped, labeled, and dated | [ ]  | [ ]  | Click or tap here to enter text. |
| The FIFO method of inventory is used | [ ]  | [ ]  | Click or tap here to enter text. |
| Established cleaning schedule is followed to keep units clean | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is stored at least six inches off floor in walk-ins | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Food Handling** | **Yes** | **No** | **Corrective Action** |
| All food items are from approved sources  | [ ]  | [ ]  | Click or tap here to enter text. |
| TCS frozen food is properly thawed | [ ]  | [ ]  | Click or tap here to enter text. |
| Preparation is planned to minimize the time ingredients spend in temperature danger zone, including preparing food in small batches | [ ]  | [ ]  | Click or tap here to enter text. |
| Ready-to-eat foods are handled with suitable utensils, such as single-use gloves or tongs | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is tasted using the proper procedure | [ ]  | [ ]  | Click or tap here to enter text. |
| Food temperatures are tested with calibrated food thermometers that are accurate to +/- 2F | [ ]  | [ ]  | Click or tap here to enter text. |
| TCS foods are quickly heated/reheated to required minimum internal temperature | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is cooked to the required minimum internal temperature for the appropriate time  | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Food Preparation Utensils and Food-Contact Surfaces** | **Yes** | **No** | **Corrective Action** |
| All small equipment and utensils, including cutting boards, are cleaned and sanitized between uses | [ ]  | [ ]  | Click or tap here to enter text. |
| Small equipment and utensils are air-dried | [ ]  | [ ]  | Click or tap here to enter text. |
| Work surfaces are clean to sight and touch | [ ]  | [ ]  | Click or tap here to enter text. |
| Food-contact surfaces are cleaned and sanitized between uses | [ ]  | [ ]  | Click or tap here to enter text. |
| Small equipment is inverted, covered, or otherwise protected from contamination during storage | [ ]  | [ ]  | Click or tap here to enter text. |
| Thermometers are cleaned and sanitized after each use | [ ]  | [ ]  | Click or tap here to enter text. |
| Thermometers are calibrated on a routine basis | [ ]  | [ ]  | Click or tap here to enter text. |
| Can opener is clean to sight and touch | [ ]  | [ ]  | Click or tap here to enter text. |
| Drawers, racks, and storage bins are clean | [ ]  | [ ]  | Click or tap here to enter text. |
| Clean utensils are handled in a manner to prevent contamination of the food-contact surfaces | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Hot Holding** | **Yes** | **No** | **Corrective Action** |
| Hot holding units are clean | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is heated to the required minimum internal temperature before placing in hot holding.  | [ ]  | [ ]  | Click or tap here to enter text. |
| Hot holding units are not used to reheat TCS foods  | [ ]  | [ ]  | Click or tap here to enter text. |
| Hot foods held at or above 135º F | [ ]  | [ ]  | Click or tap here to enter text. |
| Food is protected from contamination | [ ]  | [ ]  | Click or tap here to enter text. |
| Hot holding unit is preheated before hot food is placed in unit | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Cleaning and Sanitizing** | **Yes** | **No** | **Corrective Action** |
| Three-compartment sink is properly set up for warewashing | [ ]  | [ ]  | Click or tap here to enter text. |
| Dishmachine is working properly (i.e., gauges and chemicals are at recommended levels) | [ ]  | [ ]  | Click or tap here to enter text. |
| Water temperatures are correct for wash and rinse  | [ ]  | [ ]  | Click or tap here to enter text. |
| If heat sanitizing is used, the dishes/utensils are allowed to remain immersed in 171F water for 30 seconds | [ ]  | [ ]  | Click or tap here to enter text. |
| Chemical sanitizer is mixed correctly, and correct sanitizer strip is used to test chemical concentration | [ ]  | [ ]  | Click or tap here to enter text. |
| Wash and rinse water is clean and free of grease and food particles | [ ]  | [ ]  | Click or tap here to enter text. |
| Smallwares and utensils are allowed to air dry | [ ]  | [ ]  | Click or tap here to enter text. |
| Wiping cloths are stored in sanitizing solution between uses | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Garbage Storage and Disposal** | **Yes** | **No** | **Corrective Action** |
| Kitchen garbage cans are clean and kept covered | [ ]  | [ ]  | Click or tap here to enter text. |
| Garbage cans are emptied as necessary | [ ]  | [ ]  | Click or tap here to enter text. |
| Dumpster lids are closed | [ ]  | [ ]  | Click or tap here to enter text. |
| Boxes and containers are removed from site | [ ]  | [ ]  | Click or tap here to enter text. |
| Loading dock and area around dumpster are clean | [ ]  | [ ]  | Click or tap here to enter text. |

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| **Pest Control** | **Yes** | **No** | **Corrective Action** |
| Outside doors have screens, are well-sealed, and are equipped with a self-closing device | [ ]  | [ ]  | Click or tap here to enter text. |
| Pest control services are provided by licensed pest control operator | [ ]  | [ ]  | Click or tap here to enter text. |
| No evidence of pests is present | [ ]  | [ ]  | Click or tap here to enter text. |

# Glossary

**Control Measure –** Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard.

**Corrective Action –** An activity that is taken by a person whenever a critical limit is not met.

**Critical Control Point (CCP) –** An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level; loss of control at a critical control point may result in an unacceptable health risk.

**Critical Limit –** One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard; the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a CCP to minimize the risk that the identified food safety hazard may occur.

**Cross-Contamination –** The transfer of harmful substances or disease-causing micro-organisms to food from other food, hands, food contact surfaces, sponges, cloth towels, or utensils. Cross-contamination may occur when contaminated food touches or drips onto ready-to-eat foods; or equipment is used for raw food, not cleaned and sanitized properly, and then used for a ready-to-eat food.

**Cross-Contact –** The transfer of a specific allergen from a food containing the allergen to a food that does not contain the allergen; cross-contact makes a food item unsafe for consumption for a person with an allergy although the food may still be safe for a person without an allergy to consume.

**Cut Leafy Greens -** Fresh leafy greens whose leaves have been cut, shredded,

sliced, chopped, or torn; includes iceberg lettuce, romaine lettuce, leaf lettuce, butter lettuce, baby leaf lettuce (i.e., immature lettuce or leafy greens), escarole, endive, spring mix, spinach, cabbage, kale, arugula, and chard; the term “leafy greens” does not include herbs such as cilantro or parsley.

**Exclude –** To prevent a person from entering areas where food and equipment are stored and where food is prepared and served.

**Food Handler –**Food service employees, volunteers, student workers, teachers, or any other person working with food or in the food preparation and storage areas, including the dishwashing areas.

**Food Contact Surface –** A surface of equipment or utensil with which a food normally comes into contact; or a surface of equipment or utensil from which food may drain, drip, or splash into the food or onto another surface normally in contact with food.

**Hazard Analysis and Critical Control Point (HACCP) –** A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food.

**Highly Susceptible Population –** A group of individuals who are more likely than other populations to experience foodborne disease because they are immunocompromised, older adults, or preschool age children.

**Internal Temperature –** The temperature of the internal portion of a food product.

**Local Regulatory Authority –** The local, state, or federal enforcement body having jurisdiction over the food establishment and responsible for food safety inspections. An example is a county health department.

**Micro-organism –** A form of life that can be seen only under microscope, including bacteria, viruses, yeast, and single-cell entities.

**Monitoring –** The act of observing and making measurements to help determine if critical limits are being met and maintained.

**Pathogen –** A micro-organism (bacteria, parasite, viruses, fungi) that causes diseases in humans.

**Personal Hygiene –** Individual cleanliness and habits.

**Person in Charge:** the individual present at the food establishment who is responsible for the operation at the time of inspection.

**Process Approach –** A method of categorizing food operations into one of three categories described below.

* **Process 1:** Food preparation with no cook step – ready-to-eat food is received, stored, prepared, held and served.
* **Process 2:** Food preparation for same day service – food is received, stored, prepared, cooked/reheated (commercially processed food products), held, and served.
* **Process 3:** Complex food preparation – food is received, stored, prepared, cooked/reheated (commercially processed food products), cooled, reheated on another day, held hot, and served.

**Ready-to-Eat Food –** Food in an edible form not requiring washing, cooking, or additional preparation by the food service operation.

**Re-Service –** The transfer of food that is unused and returned by a customer after being served and in the possession of that customer to another person.

**Recordkeeping –** Documenting monitoring activities.

**Restrict –** To prevent a person from working with exposed food, clean utensils and equipment, clean linens, and unwrapped single-service items; to limit the activities of a person so that there is no risk of transmitting a disease that is transmissible through food

**Satellite –** A food service facility that does not prepare food on-site; activities permitted in a satellite include reheating and/or holding cooked food that has been delivered from the production kitchen, storage of cold ready-to-eat foods, and portioning and serving bulk products either delivered from the production kitchen or requiring no production. Note: definition is from the July 2020 Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Division of Food and Recreational Safety Interpretive Memo titled [Definition of a Satellite School for Establishment of Fees](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/definition-of-satellite-school-establishment-of-fees-datcp.pdf). *https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/definition-of-satellite-school-establishment-of-fees-datcp.pdf*

**Single-Service Articles –** Tableware, carry-out utensils, and other items such as bags, containers, placemats, stirrers, straws, toothpicks, and wrappers that are designed and constructed for one time, one individual use after which they are intended for discard.

**Single-Use Articles –** Utensils and bulk food containers designed and constructed to be used once and discarded. Includes items such as wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tubs or buckets, bread wrappers, pickle barrels, ketchup bottles, and number 10 cans which do not meet the materials, durability, strength, and cleanability specifications under parts 4−101.11, 4−201.11, and 4−202.11 of the Wisconsin Food Code for multiuse utensils.

**Standard Operating Procedure (SOP) -** Written description of food safety practices that includes monitoring, recordkeeping, and corrective action, when applicable.

**Temperature Abuse –** Occurs when TCS food is held in the temperature danger zone between 41°F and 135°F. Can occur when food is not cooked to the correct minimum internal temperature, not held or stored at the proper temperature, or is not cooled or reheated properly. May also be called “time-temperature abuse.”

**Temperature Danger Zone** – the temperature range between 41°F and 135°F at which bacteria grow rapidly

**Time/Temperature Control for Safety Food** (TCS)–Replaces Potentially Hazardous (PHF) in the Wisconsin Food Code. TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation. See definitions of terms, Part 1-2, subpart 1-201 of the Wisconsin Food Code for what foods are included and not included. As defined in the Wisconsin Food Code, these foods include: (1) An animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, and except as specified in Subparagraph (3) (d) of the Food and Drug Administration definition, a food that because of the interaction of its aw and pH values is designated as Product Assessment Required (PA).

**Note**: *Wisconsin Food Code states that food establishments that serve highly susceptible populations (see definition above) may not serve or offer for sale in a ready-to-eat form raw seed sprouts, raw animal foods, or partially cooked animal foods. 3-801.11 C.*

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1. ppm = mg./L [↑](#footnote-ref-1)