

# **HACCP Food Safety Plan for**

Sponsor Number:

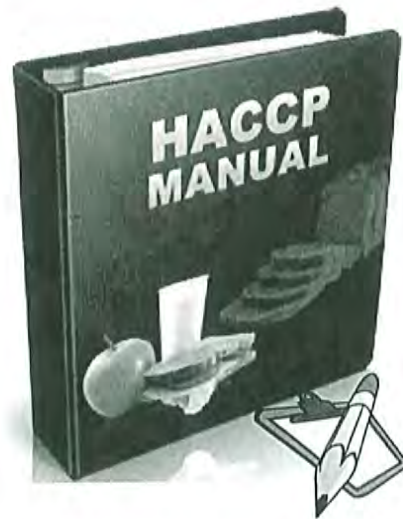
**D0608**

Sponsor Name:

**Keystone Learning Services**

**School/Facility:**

**John Dewey Learning Academy**



**Date This Plan is Effective:**

**May 1, 2015**

## **Description of HACCP Food Safety Plan**

This plan was developed (*month and year*) by (*name, job title and place of employment e.g. sponsor and/or school*) .

Assistance was provided by the school nutrition program team including (*names*) .

This HACCP (Hazard Analysis Critical Control Point) Food Safety Plan follows the USDA guidance on developing a food safety plan based on the Process Approach to HACCP.

All standards in this HACCP Food Safety Plan are in accordance with the current Kansas Food Code.

Minimum cooking temperatures used are those required by Child Nutrition & Wellness, Kansas State Department of Education which meet or exceed those required by the current Kansas Food Code.

# SECTION 1:

## Standard Operating Procedures

The following Standard Operating Procedures have been adapted by Child Nutrition & Wellness, Kansas State Department of Education (KSDE) for use in Kansas schools.

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**Key: Instructions in bold are required by the Kansas Food Code, USDA and/or by KSDE for thorough implementation of HACCP. All other instructions are strongly recommended but are not required.**

## SOP 1 - Washing Hands, continued

7. Follow proper handwashing procedures as indicated below:
  - Wet hands and forearms with running water at a temperature of at least 100°F and apply cleaning compound (soap).
  - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.
  - Rinse thoroughly under clean running water until all soap has been removed (about 5-10 more seconds for a total of 20 seconds).
  - Dry hands and forearms thoroughly...
    - With a warm air hand dryer for at least 30 seconds
    - With single-use paper towels. Turn off water using paper towels and to open door.
    - With a hand drying device that employs an air-knife system that delivers high velocity, pressurized air at ambient temperatures.
8. If hand sanitizers (hand antiseptics) are used, use in accordance with the Kansas Food Code.
  - Use only after hands have been properly washed and dried.
  - Only use hand sanitizers that comply with the current Kansas Food Code. Confirm with the manufacturer or your local health inspector that the hand sanitizer used meets these requirements.
  - Use hand sanitizers in the manner specified by the manufacturer.

### MONITORING:

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

### CORRECTIVE ACTION:

Employees that are observed not washing their hands at the appropriate times or using the proper procedure will be asked to properly wash their hands immediately. Employee will be retrained to ensure proper handwashing procedures are followed. Contaminated food will be discarded.

### VERIFICATION and RECORD KEEPING:

A supervisory or other designated employee will complete the Food Safety Checklist to indicate that monitoring is being conducted as specified. Food service employees will record any discarded food on the Damaged or Discarded Product Log or other appropriate log. The Food Safety Checklist and logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: 5/5/15 By: Felicia Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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

### CORRECTIVE ACTION:

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

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Alicia Patten

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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## SOP 3 - Personal Hygiene, continued

### INSTRUCTIONS, continued:

11. Eat, drink, or chew gum only in designated areas where food or food contact surfaces may not become contaminated.
12. Use tobacco products away from the kitchen and follow school or district policies.
13. Taste food(s) using the following procedures:
  - Place a small amount of food into a separate container.
  - Step away from exposed food and food-contact surfaces.
  - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting before washing and sanitizing.
  - Wash hands immediately.
14. Hairnets, clean caps or other hair covering designed to effectively restrain all hair are properly worn while in the kitchen.

### MONITORING:

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

### CORRECTIVE ACTION:

Immediately retrain any food service employee found not following this procedure. Discard any contaminated food.

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Jelena Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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

11. Use only hand sanitizers that comply with the current Kansas Food Code. Confirm with the manufacturer or local health inspector that the hand sanitizer used meets the requirements of the current Kansas Food Code.
12. Label and store first aid supplies in a kit or container that is located away from food or food-contact surfaces.
13. Medicines that are in a food establishment for the employees' use shall be labeled and located to prevent no contamination of food, equipment, utensils, linens, and single-service and single-use articles. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

### MONITORING:

Food service employees and supervisory employees will visually observe that chemicals, medicines and first aid supplies are being stored, labeled, and used properly during all hours of operation. Food service employees and supervisory employees shall ensure that chemical test kits are used properly.

### CORRECTIVE ACTION:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Properly store medicines and first aid supplies. Train in the use of chemical test kits.

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Jolicea Pickett

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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## SOP 5 - Using and Calibrating Food Thermometers continued

### INSTRUCTIONS, continued:

- Meat thermometers (which have a higher temperature range and may be left in food in the oven) are only appropriate for taking the temperature of cooked meats. They should not be used to take the temperature of cold foods.
  - T-sticks are disposable temperature measuring devices that change color when the desired temperature is achieved. They should only be used for thin items which have a temperature requirement that matches the t-stick.
7. **Use other types of thermometers as needed to keep food safe.**
- **Use hanging and sitting thermometers as needed to check the temperature of ovens, hot holding boxes, refrigerators, freezers and dry storage areas.**
8. **Clean and sanitize food thermometers before and after each use.**
- Wash probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
  - Rinse probe with clean, warm water.
  - Sanitize probe with sanitizing solution approved for food contact surfaces or with alcohol swab.
  - Air dry to minimize the risk of re-contamination.
  - Store in a clean case or sleeve.
9. **Follow manufacturer's instructions for use of each thermometer.** In the absence of instructions, use the following instructions for stem thermometers:
- Hold the face or dial of the thermometer, not the stem.
  - Insert the stem into the center or thickest part of the food. The lower 1 ½ inches (or up to the dimple/notch) of the stem of a bimetallic thermometer should be covered by the food.
    - Stack thin or small foods (such as hamburger patties and chicken nuggets) and insert the stem through the center of several portions to measure the internal temperature.
    - Scoop very small foods (such as ground beef and peas) into a pile and insert the stem into the center of the pile.
    - Place the stem between two packages of frozen foods if you choose to take the temperature (frozen foods are only required to be 'solid to the touch') or between two cartons of milk.
  - Keep the thermometer there until the temperature stops changing.
  - Read the temperature.
  - Take a second temperature reading in a second location in large pots, skillets or pans.
  - Record the temperature if required or desired.
  - Take corrective action if needed.
10. **Food temperature measuring devices shall be calibrated in accordance with manufactures specifications as necessary to ensure their accuracy. HACCP standards for schools require calibration to occur once every two weeks.** Use either the ice-point method or boiling-point method to verify the accuracy of all food thermometers used in the kitchen and service areas. Record thermometer calibrations on the Thermometer Calibration Log or other appropriate log.





## SOP 5 - Using and Calibrating Food Thermometers continued

### VERIFICATION and RECORD KEEPING:

Food service employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log or other appropriate log each time a thermometer is calibrated. A supervisory or other designated employee will verify that food service employees are using and calibrating thermometers properly by visually observing the employees during the calibration process and while thermometers are being used. Calibration logs will be reviewed by a supervisory employee and will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: 5/5/15 By: Alicia Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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

### MONITORING:

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

### CORRECTIVE ACTION:

Retrain any food service employee found not following the procedures in this SOP. Separate foods found improperly stored. Discard ready-to-eat foods that are contaminated.

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Alicia Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 7 - Cleaning and Sanitizing Food Contact Surfaces, continued

### INSTRUCTIONS, continued:

6. If a 3-compartment sink is used, setup and use the sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a chemical sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171°F for 30 seconds. Test the sanitizer concentration using the correct test kit.
  - Air dry items prior to storing.
7. If a mechanical dishmachine is used:
  - Verify the information on the data plate with the dishmachine manufacturer.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer's instructions for use.
  - If using hot water to sanitize, and following the 2012 Kansas Food Code:
    - for a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 165°F.
    - for all other dishwashing machines with variable wash and rinse temperatures, the temperature of fresh hot water sanitizing rinse as it enters the manifold is not more than 194°F and not less than 180°F.
  - If using chemical to sanitize and following the 2012 Kansas Food Code:
    - Chlorine solution must have a minimum temperature based on the concentration and pH of the solution as listed in the following chart:

Minimum Concentration	Minimum Temperature	
	pH 10 or less	pH 8 or less
50	100°F	75°F
100	55°F	55°F

- Quaternary ammonia should have a minimum temperature of 75°F, a concentration as indicated by the manufacturer and used only in water with 500 mg/L hardness or less.
- Iodine solution should have a minimum temperature of 68°F, a pH of 5.0 or less and a concentration between 12.5 mg/L and 25 mg/L.
- If another solution of a chemical specified under the Kansas Food Code is used, the licensee shall demonstrate to the regulatory authority that the solution achieves sanitization.
- Air dry utensils and other food contact items prior to storing.



## SOP 7 - Cleaning and Sanitizing Food Contact Surfaces, continued

### CORRECTIVE ACTION, continued:

5. For a dishmachine:
- Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
  - For a hot water sanitizing dishmachine, retest temperatures by running the machine again. If the appropriate water temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
  - For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Alicia Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 8 – Receiving Deliveries, continued

### INSTRUCTIONS, continued

16. **Do not touch ready-to-eat foods with bare hands.** Refer to the *Using Suitable Utensils When Handling Ready-to-Eat Foods* SOP.
17. **Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination.**
18. **Use clean, sanitized and calibrated thermometers.** Refer to the *Using and Calibrating Food Thermometers* SOP.
19. **Check a sample of frozen foods.**
  - **Upon receipt, potentially hazardous food shall be free of evidence of previous temperature abuse.** Check to be sure they show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
  - **Touch them to be sure they are frozen solid.**
  - Use an infrared, or another type of thermometer between packages, to check surface temperatures only if required by school or district. The desired temperature is between -10°F and 0°F.
  - Record your findings on the Receiving Temperature Log, directly on the invoice or on another form of your choice. Record “FS” (for frozen solid) or other desired/appropriate indicator as well as any corrective action taken (if applicable).
20. **Check a sample of refrigerated foods.**
  - **Ensure that fresh beef, pork, and poultry are 41°F or below.**
  - **Fluid milk and milk products shall be obtained pasteurized. Ensure that fluid milk is 45°F or below** (and “strive for 35°F”). Take the temperature by placing a stem thermometer between two cartons or by using an infrared thermometer. If the temperature is high, open the carton and take the temperature of the liquid.
  - **Eggs shall be received clean and sound. Ensure that the temperature of raw eggs is 45°F or below.** Use an infrared thermometer or use the internal temperature of the delivery truck (which must also be 45°F or below).
  - Check the dates of perishable foods (dairy products, fresh fruits and vegetables) to ensure safety and quality.
  - Check temperatures of refrigerated, non-potentially hazardous foods only if required by your school or district.
  - **Record a sample of temperatures taken and any corrective action taken on the Receiving Temperature Log, directly on the invoice or on another log of your choice.**
21. Check a sample of canned foods.
  - **Signs that a canned product is unsafe are...**
    - **swollen sides,**
    - **pin-point/sharp dents and/or**
    - **excessive rust suspected of penetrating the interior of the can.**
  - Cans with rounded dents are safe and acceptable if the top and bottom seals are in tact (that is, there are no leaks).
22. Mark all highly perishable food (e.g. dairy products, raw meats, fresh produce) with the date received and/or the use-by date in order to ensure first-in, first out (FIFO) rotation of stock.



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# HACCP-Based Standard Operating Procedure (SOP)

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## 9 - Handling a Food Recall

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

**SCOPE:** This procedure applies to food service directors, supervisors, managers and to employees who prepare or serve food.

**KEY WORDS:** Food Recalls

### INSTRUCTIONS:

1. Train management staff and food service employees on the proper procedures used in handling a food recall.
2. Know who your sponsor (school or district) has chosen to receive recall notices sent by the Kansas Department of Education and ensure that the notices are forwarded by that person as needed. (Recall notices can also be viewed at [www.kn-eat.org](http://www.kn-eat.org) – School Nutrition Programs, What’s New – Food Recalls)
3. Immediately upon receipt of a recall notice, review the following information:
  - Type of product recalled
  - Distribution area
  - Dates when the product was produced
  - Identifying codes
  - Contact numbers
  - The classification type
    - Class 1 indicates a life threatening situation so act immediately.
    - Class 2 indicates a remote possibility of health problems.
    - Class 3 involves situations with no possibility for adverse health reactions.
4. Determine whether or not products in question were purchased and/or used in any of your schools. If not involved, discard the notice and stop here. If you suspect that products were purchase and/or used, continue with the remaining steps.
5. Communicate the food recall notice (including the product code(s) to production kitchens.
6. Hold the recalled product using the following steps:
  - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
  - If an item is suspected to contain the recalled product, but label information is not available, follow the sponsor’s/School’s procedure for disposal.
7. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform the entire staff not to use the product.
8. Inform the sponsor’s/school’s public relations coordinator of the recalled product.
9. Obtain accurate inventory counts of the recalled products from every production kitchen, including the amount in inventory and amount used.



## SOP 9 - Handling a Food Recall, continued

Date Implemented: 5/5/15 By: Aeliana Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



# SOP 10 - Washing Fresh Fruits and Vegetables, continued

## MONITORING:

A supervisory or other designated employee will visually monitor that fruits and vegetables are being properly washed, labeled, and date-marked during all hours of operation. In addition, food service employees will check the quality of fruits and vegetables in cold storage on a regular basis.

## CORRECTIVE ACTION:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled and date-marked. Discard cut melons, cut tomatoes and raw seed sprouts held after 7 days.

## VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Aelucaw Rechter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_





# SOP 11 - Controlling Time and Temperature During Preparation, continued

## CORRECTIVE ACTION:

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

## VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Aelucio Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 12 - Cooking Potentially Hazardous Foods, continued

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: Ashley Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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

### MONITORING:

Temperature logs will be monitored to ensure that foods are held at proper temperatures. Potentially hazardous hot foods shall be held above 135°F and potentially hazardous cold foods below 41°F.

### CORRECTIVE ACTION:

1. For hot foods:

- Reheat the food to 165°F for 15 seconds if the temperature is below 135°F and the last temperature measurement was 135°F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the hot food if it cannot be determined how long the food temperature was below 135°F.

2. For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is above 41°F and the last temperature measurement was 41°F or below and taken within the last 2 hours:
  - Separate food into smaller or thinner portions and/or
  - 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, or
  - Use a quick-chill unit like a blast chiller, or
  - Stir the food in a container placed in an ice water bath, or
  - Add ice as an ingredient (but recognize the impact on the recipe yield).
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41°F.

### VERIFICATION and RECORD KEEPING:

Food service employees will record temperatures of a sample of potentially hazardous food items as they exit holding units (or immediately after they enter serving units/areas) and document corrective actions taken on the Time and Temperature for Holding or other appropriate log. A designated food service employee will record air temperatures of coolers and cold holding units on the Daily Refrigerator and Freezer Temperature Log or other appropriate log at least once a day (on days of operation). The food service manager or other supervisory employee will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees during the shift and reviewing the temperature logs. The temperature logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: 5/5/15 By: Jelena Richter  
Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_  
Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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## SOP 14 - Using Time As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued

7. When using time as a public health control procedures for the foods listed above, discard any remaining food at the end of 4 hours or at the end of the last serving period, whichever comes first.
8. Cook raw, potentially hazardous food within 4 hours of removing it from refrigeration or freezer units.
9. Do not mix different batches of potentially hazardous food together in the same container or pan.
10. Train food service employees on the proper procedures to apply when cooling hot foods. Refer to the *Cooling Potentially Hazardous Foods* SOP.

### MONITORING:

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

### CORRECTIVE ACTION:

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

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 3/5/15 By: Felicia Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



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

## INSTRUCTIONS, continued

- 7. Refrigerate all ready-to-eat, potentially hazardous foods at 41°F or below.
- 8. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.

## MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are discarded.

## CORRECTIVE ACTION:

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

## VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/15/19 By: Felicio Richter

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 16 - Transporting Food to Remote Sites continued

### MONITORING:

A supervisory or other designated employee will visually observe employees to be sure they are following the procedures in this SOP and will review temperature and transport logs.

### CORRECTIVE ACTION:

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

### VERIFICATION and RECORD KEEPING:

Before transporting food to remote sites, food service employees will record food temperature, food product name, time, and any corrective action taken on a food transport sheet or other appropriate log. Upon receipt of food at remote sites, food service employees will record receiving temperatures and corrective action taken on a food transport sheet or other appropriate log. The supervisory employee at central kitchens will verify that food service employees are following this SOP by visually observing employees and reviewing and initialing the temperature logs. The supervisory or other designated employee at the remote site(s) will verify that food service employees are receiving foods at the proper temperature and following the proper receiving procedures by visually observing receiving practices during the shift and reviewing and initialing the temperature log. The supervisory or other designated employee at each site will complete the Food Safety Checklist. The Food Safety Checklists and all logs will be maintained with other records for a minimum of 2 years and until given permission by a representative of Child Nutrition & Wellness, Kansas State Department of Education to discard.

Date Implemented: 5/5/19 By: Jelucio Rich

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 17 - Serving Food, continued

### INSTRUCTIONS, continued:

- **There are three acceptable ways to store utensils used for serving non-potentially hazardous foods:**
    - **Store the utensil in the food as described above.**
    - **Store the utensil in water as described above.**
    - **Place the utensil on a clean and sanitized surface (e.g. counter or steamtable) and then clean and sanitize the surface when the utensil is removed.**
10. **Date mark and cool potentially hazardous foods or discard leftovers.** Refer to the *Date Marking Ready-to-Eat, Potentially Hazardous Foods*, and *Cooling Potentially Hazardous Foods* SOPs.

### MONITORING:

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

### CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils and wash the improperly handled item(s).
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the *Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods* SOPs.

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15 By: [Signature]

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Revised: \_\_\_\_\_ By: \_\_\_\_\_



## SOP 18 - Preventing Cross-Contamination at Food Bars, continued

### INSTRUCTIONS, continued:

9. Keep self service bar clean and neat to avoid cross-contamination between food items.
10. Do not spray chemicals to clean the food bar when the bar is stocked with food.

### MONITORING:

1. Monitor and record temperatures of food in accordance with the *Holding Hot and Cold Potentially Hazardous Foods SOP*.
2. Continually monitor food containers to ensure that utensils are stored properly.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
  - Touching food with their bare hands.
  - Coughing, spitting, or sneezing on the food.
  - Placing foreign objects in the food.
  - Using the same plate for subsequent trips.

### CORRECTIVE ACTION:

1. Retrain any food service employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to get a clean plate or dish when returning to the food bar.
4. Demonstrate to customers how to properly use utensils.
5. Discard the food if it cannot be determined how long the food temperature was in the temperature danger zone (between 41°F and 135 °F).

### VERIFICATION and RECORD KEEPING:

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

Date Implemented: 5/5/15

By: Alicia Richter

Date Reviewed: \_\_\_\_\_

By: \_\_\_\_\_

Date Revised: \_\_\_\_\_

By: \_\_\_\_\_





## SOP 19 – Cooling Potentially Hazardous Foods, continued

### INSTRUCTIONS, continued:

6. Chill food rapidly using one or more appropriate cooling procedures:
  - Separate food into smaller or thinner portions and
  - Place food in shallow containers (no more than 4 inches deep), uncovered or loosely covered on the top shelf in the back of the walk-in or reach-in cooler or
  - Use a quick-chill unit such as a blast chiller or
  - Stir the food in a container placed in an ice water bath or
  - Stir the food using a chilling paddle/chill stick designed for cooling foods quickly or
  - Add ice as an ingredient (but recognize the impact on the recipe yield).
7. In the space below, describe your cooling methods/procedures for each type of food. Attach to this SOP the temperature log(s) used to establish these procedures (that is, to prove that these procedures are safe and effective). (If you do not establish safe procedures, you must stay to take and record temperatures during the cooling process each time foods are cooled.)

Thick Food: Mash Potato = Separate mash potato into thin portions in containers, will drop 70 or below within 2 hours.

Thin Food: Pizza = lay out in containers to chill to 70 or below in 2 hour time frame.

Separated/Individual Food: CORN = shallow container to chill 70 or below in 2 hour time frame.



# HACCP-Based Standard Operating Procedure (SOP)

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## 20 – Reheating Potentially Hazardous Foods

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

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

**KEY WORDS:** Cross-Contamination, Temperatures, Reheating, Holding, Hot holding

### INSTRUCTIONS:

1. Train food service employees who prepare or serve food on how to reheat foods as described in this SOP.
2. Use **clean, sanitized and calibrated thermometers to ensure that safe temperatures have been reached when reheating.** Refer to the *Using and Calibrating Food Thermometers* SOP.
3. Reheat all foods listed below to a minimum of 165°F for at least 15 seconds:
  - Any food, including leftovers, that is cooked, cooled and reheated for hot holding before service.
  - Products made from leftovers (e.g. soup).
  - Precooked, processed foods that you have previously heated and cooled (e.g. baked beans).
4. Heat processed, ready-to-eat foods from a sealed package or can (such as an unopened can of baked beans if you choose to serve them hot) to a minimum of 135°F.
5. If using a microwave, reheat food as follows:
  - Cover food while heating.
  - Rotate or stir the food to evenly distribute the heat.
  - Ensure that all parts of the food are heated to 165°F for 15 seconds.
  - Allow to sit for 2 minutes after heating.
6. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit and hold at or above 135°F unless applying Time As a Public Health Control procedures for predetermined potentially hazardous foods. (Refer to the *Using Time As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods* SOP.)



# HACCP-Based Standard Operating Procedure (SOP)

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## 21 – Procedures for Pre-plated Meals Transported to Alternate Serving Locations Using Time as a Public Health Control

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

**SCOPE:** This procedure applies to food service employees that handle, prepare, cook, and serve food and to non-food service staff who serve food at alternate serving locations.

**KEY WORDS:** Potentially Hazardous Foods, Temperatures, Holding, Time As a Public Health Control (TPHC)

### INSTRUCTIONS:

1. Train all food service employees and other adults serving foods to students on the proper procedures to apply when using time alone as a control to limit bacteria growth in potentially hazardous foods. (Refer to *Using Time As a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Food SOP*.)
2. **Foods shall be prepared following all food safety requirements.**
3. **Potentially hazardous hot food shall be placed in either disposable paper, plastic, Styrofoam or reusable washable service ware. The foods shall meet the temperature standards for hot foods and shall be not be less than 135°F at the time of plating the foods.**
4. **Potentially hazardous cold foods shall be placed in either disposable paper, plastic, Styrofoam or reusable washable service ware. The foods shall meet the temperature standards for cold foods and shall be not greater than 41°F or below at the time of plating the foods.**
5. **All potentially hazardous foods will either be consumed or destroyed within the 4 hours following the documented time the foods are plated and leave hot or cold temperature controls. At the time the potentially hazardous foods leave temperature control, they shall be clearly marked to indicate the time the foods must be consumed or disposed. The method for marking the items shall be to (*circle one or delete procedures not used*)...**
  - write the discard date and time on each container/package, or
  - send a form or log with the food indicating the number of items sent, the time at which they left temperature control, the temperature of a sample of food items, and the time at which they must all be discarded, or
  - use another specific method to identify discard date and time. (*Describe method in the space below.*)



# HACCP-Based Standard Operating Procedure (SOP)

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## 22 – Preparation of Foods with Potential to Cause Allergic Reactions

**PURPOSE:** To prevent cross contamination of products that could trigger an allergic reaction in an individual.

**SCOPE:** This procedure applies to any food service employee who is responsible for preparing or serving food in a school satellite or production kitchen.

**KEY WORDS:** Cross-Contamination, Preparation, Allergic Reaction

### INSTRUCTIONS:

Some food products can cause a reaction if ingested by a person who is allergic to a certain substance found in that food product. The following food products or ingredients have been known to cause allergic reactions: peanuts, tree nuts, beans, peas, fish, shellfish, mushrooms, eggs, milk, wheat, soy, and certain types of fruits, such as strawberries. The following instructions should be followed when working with these foods if there is a student in the building that has a food allergy. The school nurse or health aide will provide you with a confidential list of students that have food allergies.

1. Any food product that contains a substance that has been identified as an allergen should be kept in a space that does not allow it to touch other food products. For example, store peanut butter and other items with peanut products in a designated space, clearly labeled and contained so that it is not touching other food products.
2. To prevent cross contamination during preparation and clean up:
  - Products may need to be prepared on a separate, clean pan to avoid cross contamination. Example: Special product prepared for student with celiac disease.
  - Prepare non-allergenic products first. For example: Prepare all meat sandwiches first. Prepare peanut butter and jelly sandwiches last.
  - Remove food handling gloves and discard.
  - **Wash hands.**
  - **Thoroughly wash any surface with detergent solution using a clean towel.**
  - **Rinse with clean water.**
  - **Sanitize surface and allow to air dry.**
  - **Change your water and obtain a different cleaning towel before cleaning any other area of the kitchen, serving or dining.**
  - **If gloves were used during cleaning, discard gloves.**
  - **Be certain that all utensils, knives, cutting boards or other equipment are cleaned and sanitized before use on next product.**
  - Utilize a clean apron, as necessary, to prevent cross-contamination.
3. Familiarize yourself with the students in the school who have food allergies. A school photo is often available to help identify these students. Students may be brought down to the food service area and introduced to food service staff.



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# HACCP-Based Standard Operating Procedure (SOP)

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## 23 – Returned Food and Re-service of Food/Share Tables

**PURPOSE:** To provide clarification on types of foods and procedures to use for foods, not consumed by the original student customer.

**SCOPE:** This Kansas Department of Agriculture (KDA) approved procedure applies to child nutrition programs that allow specific approved foods to be returned to a “share table”.

**KEY WORDS:** Returned foods, re-service, share table, waiver, cross-contamination

### INSTRUCTIONS:

The 2012 Kansas Food Code regulation states:

#### **3-306.14 Returned Food and Re-Service of Food.\***

**(A) Except as specified in (B) of this section, after being served or sold and in the possession of a CONSUMER, FOOD that is unused or returned by the CONSUMER may not be offered as FOOD for human consumption.**

**(B) Except as specified under 3-801 .11(G), a container of FOOD that is not POTENTIALLY HAZARDOUS may be RE-SERVED from one CONSUMER to another if:**

**(1) The FOOD is dispensed so that it is protected from contamination and the container is closed between uses, such as a narrow-neck bottle containing catsup or steak sauce**

**(2) The FOOD, such as crackers, salt, or pepper, is in an unopened original PACKAGE and is maintained in sound condition.**

**\*"Re-service" means the transfer of food that is unused and returned by a consumer after being served or sold and in the possession of the consumer, to another person.**

A “share table” can reduce the amount of waste and is especially helpful in programs with no option for students to choose the components in their meal. A “share table” may be used for unopened packaged food items that students do not consume.

1. Share tables must follow safe food handling procedures and follow health regulations.
2. Share table items are discarded at the end of their safe food expiration.
3. Students who wish more to eat may take food from the share table to eat on-site.
4. Adults may not take food or beverages from the share table.
5. Share table foods may be returned to appropriate storage and served to students on the share table at another meal, or given to other school personnel to serve to students at school.
6. Share table foods may be returned to appropriate storage and donated to charitable institutions, food banks, and government-supported facilities, such as correctional facilities, child welfare facilities, homes for senior populations, institutions for the physically or mentally ill, or similar qualifying institutions.



# HACCP-Based Standard Operating Procedure (SOP)

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## SOP 24 – Body Fluids Cleanup

**PURPOSE:** To prepare for incidents requiring cleaning and disinfecting of body fluids by child nutrition program staff (if applicable).

**SCOPE:** This procedure should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluids, including vomit, diarrhea, and blood if cleanup is done by an employee of the child nutrition program staff. All body fluids should be treated as infectious.

**KEY WORDS:** Disinfecting, body fluids, personal protective equipment, infectious

### **INSTRUCTIONS FOR ASSEMBLING BODY FLUID CLEANUP KIT (if applicable):**

1. Purchase a water-resistant container sufficient in size to contain disposable items needed to assemble a Body Fluid Cleanup Kit. Designate a proper area to store items needed for the handling of body fluids to ensure they do not get mixed in with general use items.
2. Purchase and keep on hand, sufficient quantities of personal protective equipment (PPE) items needed to assemble, and immediately restock, a Body Fluid Cleanup Kit. The kit should contain the following personal protective equipment (PPE) items at all times:
  - a. Disposable, nonabsorbent medical grade gloves in medium and large sizes, labeled for use in only the Body Fluid Cleanup Kit– 4+ pairs of each size
  - b. Face shield with eye protection or goggles – 2 each
  - c. Disposable shoe covers – 2 pairs
  - d. Disposable gown – 2 each
3. Purchase and keep on hand, sufficient quantities of cleaning supplies needed to assemble, and immediately restock a Body Fluid Cleanup Kit. The kit should contain the following cleaning supplies at all times:
  - a. Disposable paper towels – multiple packages
  - b. Designated and labeled spray bottle – 1 each about quart size
  - c. Designated and labeled bucket – 1 each
  - d. Designated and labeled mop handle (not wooden) – 1 each
  - e. Designated and labeled mop head or disposable mop heads
  - f. Plastic garbage bag with twist-ties – 1 large heavy duty
  - g. Designated and labeled dustpan (disposable or able to be disinfected) – 1 each
  - h. Absorbent material (commercial powder, baking soda, sand, or cat litter) – 5 lbs.



## SOP 24 – Body Fluids Cleanup, continued

5. When mixing chlorine bleach as a disinfecting solution in response to a body fluid incident, gloves and eye protection should be worn. The solution should be mixed in a well-ventilated area or outdoors since the fumes are very powerful. A chlorine bleach disinfectant should be made fresh, in response to an incident, since a chlorine bleach solution weakens over time. The EPA-approved disinfectant or chlorine bleach disinfecting solution can be transferred to the spray bottle for easier application to areas that need to be disinfected.
6. Anything that has been in contact with body fluids should be discarded or disinfected. All exposed foods within 25 feet of the point of origin of a vomiting incident should be discarded. A record of items discarded should be kept. Foods in sealed containers may be saved if the packaging is properly cleaned and disinfected.
7. Launder affected linens and clothing on the longest available cycle in hot water in a washing machine and dry on the hottest setting in a machine dryer.
8. Collect body fluid wastes with paper towels and dispose in the designated plastic garbage bag. If available, apply absorbent material such as commercial powder, baking soda, sand, or cat litter to waste materials, allowing the body fluids to be absorbed. Use a dustpan to remove the waste from the affected surface. Dispose of waste material and disposable items in the designated garbage bag.
9. Clean affected surfaces with detergent working from the least affected areas to the most affected areas or clean from the edges of the body fluid spill to the middle mass.
10. Clean all reusable items that were handled to clean up the body fluids (mop, bucket, dustpan)
11. Remove and dispose of contaminated gloves, wash hands, and re-glove.
12. Disinfect all reusable items that were handled to clean up the body fluids (mop, bucket, and dustpan)
13. Using the spray bottle, apply the approved disinfectant or chlorine bleach disinfecting solution in a well-ventilated area after the area has been cleaned. Apply disinfectant to all surfaces in the room, paying close attention to high-touch areas (door handles, dispensers, carts, faucets etc.). For incidents involving vomit, disinfect all areas within 25 feet of the point of origin.
14. Allow the disinfectant to remain in contact with the surface it is applied to for the appropriate amount of time, known as “contact time”. Contact time for a chlorine bleach solution is about 5 minutes. For other disinfectants, follow manufacturer’s instructions for contact time.
15. Allow surfaces that have been disinfected to air dry.



## **SECTION 2:**

### **Categorizing Menu Items**

*Explain when and how menu items are categorized as Process 1, Process 2, or Process 3 foods. For example, if a cycle menu is used, the Food Service Director or a management team may determine the appropriate process category for each menu item when writing this plan and should list all menu items in the table on the following list. When new items are added to the cycle menu, specify who is responsible for updating the list. If the menu varies from one period to the next, include one month's menu (any typical menu) and divide the menu items into the three processes. Explain how this will be done each month and who will be responsible for doing it. For example, will the menu planner be responsible, will lists be sent to each site and will menu items in each process be listed on the control measure flow charts in each kitchen?*

The food service manager or other designated employee will ensure that all food service staff is aware of the menu items, the process category they belong to and the necessary control measures by posting the Process Charts in the kitchen. (The Process Charts are attached on the following pages.) In addition, the menus, recipes, product directions, and charts are kept in a notebook in the manager's office.

- All food service staff will be given an overview of the Process Approach to HACCP after being hired and before handling food.
- Any substitute food service staff will be given instructions on the Process Approach and a list of necessary procedures relevant to the tasks they will be performing and the corresponding records to be kept.
- Training for employees will be provided on an annual basis.
- An easily accessible handout on the Process Approach developed by Child Nutrition & Wellness, Kansas State Department of Education will be available in the manager's office.



## **SECTION 3: Identifying Control Measures**

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

<b>Critical Control Point(s):</b>
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- Holding Cold Potentially Hazardous Foods – critical limit is 41°F or below

<b>Standard Operating Procedures:</b>
---------------------------------------

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

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

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

<b>Critical Control Point(s):</b>
-----------------------------------

- Cooking Potentially Hazardous Food (12)
- Cooling Potentially Hazardous Foods (19)
- Reheating Potentially Hazardous Food (20)
- Holding Hot Potentially Hazardous Foods (13)
- See KSDE's Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds). This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the current Kansas Food Code.

<b>Standard Operating Procedures:</b>
---------------------------------------

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

# PREPARED

eventing Cross-Contamination, (Storage and) Preparation, even though the AMI are not intended for use as a replacement for Food, Personal Hygiene, Storage & Using Poisonous or Toxic - Food Credentials, **PROCESSES 2** Chemicals, Using & Calculating a Thermometer

## Cook & Serve Same Day

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# Minimum Internal Cooking Temperature Chart

## Poultry

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

**Ground Beef** ..... 160°F

**Beef Roasts** ..... 145°F

**Raw Pork, Ham & Sausage**..... 160°F

## Commercially Pre-cooked Ready-to-eat Meat

(ham, roast beef, turkey, etc.) ..... 135°F

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

**Egg Dishes**..... 160°F

**Fish**..... 145°F

**Leftovers** ..... 165°F

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

These temperatures meet the requirements of Child Nutrition & Wellness, Kansas State Department of Education and meet or exceed the requirements of the 2012 Kansas Food Code.

## MONTHLY FOOD SAFETY CHECKLIST

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

Date \_\_\_\_\_

Observer \_\_\_\_\_

### Personal Dress and Hygiene

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

### Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Dry storage temperature is between 50 and 70 F (recommended)	<input type="checkbox"/>	<input type="checkbox"/>		There are no bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor (required)	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
All food is labeled with delivery date or delivery sticker for rotation purposes	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons)	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled.	<input type="checkbox"/>	<input type="checkbox"/>					

### Large Equipment

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

### Refrigerator, Freezer and Milk Cooler

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

## **SECTION 5: Corrective Actions**

### **Determining Corrective Actions:**

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

### **Training:**

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

### **Documenting Corrective Actions:**

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

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
		<ul style="list-style-type: none"> <li>• Train employees to calibrate thermometers.</li> </ul> <p><b>If time is not used as a control and the thermometer is calibrated:</b></p> <ul style="list-style-type: none"> <li>• Reheat the hot food to 165°F for 15 seconds and then hold above 135°F.</li> <li>• If you suspect that the hot holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.</li> </ul>
COLD HOLD	If cold food being held is found to be above 41°F ...	<p><b>If time is used as a control:</b></p> <ul style="list-style-type: none"> <li>• Have records that show the time and the temperature of the food when it was placed in the holding unit. Ensure that the food is served within four hours.</li> </ul> <p><b>If the thermometer may be incorrect:</b></p> <ul style="list-style-type: none"> <li>• Calibrate the thermometer and retest product.</li> <li>• Establish a standard operating procedure for calibrating thermometers.</li> <li>• Train employees to calibrate thermometers.</li> </ul> <p><b>If time is not used as a control and the thermometer is calibrated:</b></p> <ul style="list-style-type: none"> <li>• Chill the cold food to 41°F or less and then hold below 41°F.</li> <li>• If you suspect that the cold holding equipment is not working properly, complete a work order for maintenance to check it or notify your supervisor.</li> </ul>

### Cooking-Reheating Temperature

**Instructions:** Take and record the temperature of potentially hazardous foods at the end of the designated cooking period. Continue cooking if needed until the minimum internal temperature required by KSDE is reached and record the final temperature. You do not need to record a second temperature if the required temperature is reached when first checked.

Date	Food Item	1 <sup>st</sup> Measurement			2nd Measurement			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Supervisory Employee's Initials and Date: \_\_\_\_\_



### Service Temperature Log

**Instructions:** Take the temperature of all potentially hazardous foods when placed on the serving line and when removed from the line.

Date	Menu Item	Start			End			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Please report readings that do not fall in the optimal ranges to the unit supervisor. Corrective action must be noted if temperatures fall outside of appropriate range.

Supervisory Employee's Initials and Date: \_\_\_\_\_