



HACCP Plan

ADELANTO ELEMENTARY SCHOOL DISTRICT

CHILD NUTRITION SERVICES DEPARTMENT

11481 Air Expressway, Adelanto CA 92301

Food Safety Plan

2022/2023



HACCP Plan Food Safety Plan

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HACCP Plan

What is HACCP?

Hazard Analysis Critical Control Point

HACCP is a system to minimize food risk by analyzing and controlling biological, chemical and physical hazard within the flow of food.

HACCP Principles:

- Identify Hazards
- Identify Critical Control Points
- Establish Critical Limits
- Establish Monitoring Procedures
- Establish Corrective Action
- Establish Verification Procedures
- Establish Record keeping Procedures



HACCP Plan

Terms

Hazard Analysis: review of a food service operation, to find areas where food safety problems might occur.

Control Measures: steps food service operations take to reduce the likelihood of food contamination

Corrective Action: a predetermined step taken when food does not meet a critical limit (such as food temp is in the danger zone)

Critical Control Points: Points in food preparation and processing where controlling a step (such as cooking or sanitizing) is essential to assure food safety

Critical Limits: the time and temperature ranges for food preparation and service (hot or cold) that keep food safe

Cross Contamination: the transfer of harmful substances or micro-organisms to food by hands, unclean utensils or unclean food prep surfaces. Cross contamination can also occur if raw food drips onto or in cooked or ready to eat foods.

Danger Zone: food temperatures between 41°F to 135°F

First in First out (FIFO): a process in which first items (in), are the first items (out) or used. This process is achieved by writing dates on all boxes, bags, packaging. (including items in refrigerators, freezer and storage shelves)

Foodborne Illness: An illness resulting from the consumption of foods or beverages contaminated with disease-causing micro-organisms, chemicals or other harmful substances.

Potentially Hazardous Foods: food that requires temperature control because it is capable of rapid and progressive growth of infectious or toxic bacteria. Some food examples are (raw or heat treated meats, and foods with high liquid levels, such as melons or raw sprouts)



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PPE: Personal Protective Equipment, equipment used to protect a person from injury or contamination (ie. goggles, gloves, face mask/shield)

PPM: Parts per million, a measurement of a chemical when mixed with water, 200 ppm is the correct measurement for using quaternary sanitizer.

Ready to Eat Foods: food that will not be cooked or reheated before serving, this includes salads, smoothies, sandwiches, parfaits and food that you may have cooked before to serve cold.

Standard Operating Procedures (SOP): written instructions for a food service task that reduces food safety hazards.

SDS: Safety data sheets, sheets used to describe a chemical, each chemicals proper use and safety precautions, and Emergency & First Aid procedures.



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General Safety

Personal

- Wear non slip shoes
- Do not use ear/head phones
- Wash hands often, especially after using restroom, sneezing, coughing, or changing tasks.
- Wear proper gloves for prep and service (change often/wash hands)
- Wear face covering if required.

Doors and Gates

- Limit access to the kitchen
- Keep access doors and gates locked at all times
- Secure and Lock refrigerators and freezers at the end of shift.

Receiving

- Inspect deliveries right away, take temps and reject if out of temp.
- Place perishable foods into freezers and refrigerators immediately
- Reject any bulging or dented cans

Storage

- Store all food and paper supplies 6 to 8 inches off the floor
- Use FIFO method to move older items to the front for usage first
- Date mark all containers (write product name if no label on container/box)

Preparation

- Sanitize all food prep surfaces **Prior** to preparing food.
- Limit the amount of food that is to be exposed to “danger zone” (temps 41° to 135°)
- Limit the amount of time food is to be exposed to “danger zone” (no more than 2 hours)
- Handle food with utensils, clean gloved hands or clean hands (**do not use bare hands on ready to eat foods**)



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Standard Operating Procedures (SOP)

1. Employee Health/Personal Hygiene
2. Washing Hands/ Proper Glove Use
3. Cell Phone
4. Personal Items
5. Cleaning and Sanitizing Food Contact Surfaces
6. Receiving Deliveries and Storage (Sites)
7. Receiving Deliveries and Storage (Warehouse)
8. Preventing Cross-Contamination During Storage and Preparation
9. Calibrating, Cleaning and Using Thermometers
10. Controlling Time and Temp During Preparation
11. Washing Fruits and Vegetables
12. Date Marking
13. Cooking Potentially Hazard Foods
14. Holding Hot and Cold potentially Hazard Foods
15. Cooling Potentially Hazard Foods
16. Reheating Potentially Hazard Foods
17. Food Preparation and Service to Students with Food Allergies
18. Preventing Contamination at Service line and Salad Bar.
19. Serving Food
20. Safe Handling of Carryover Foods (Parfaits, Salads, Sandwiches)
21. Share Table
22. Emergency Feeding
23. Proper Use Can Openers and Disposal of Sharps
24. Proper Use of Garbage Disposal and Food Disposal
25. Proper Use of Dishwasher (CK, MD)
26. Storing and Using Chemicals
27. Cleaning and Sanitizing after Service
28. Germicide Spray in the Morning
29. Site Inventory Procedures



HACCP Plan

1. Employee Health/ Personal Hygiene

Purpose: To prevent contamination of food by employees who handle, prepare or serves food.

Health Procedures:

- Employees experiencing symptoms: Vomiting, Diarrhea or Fever should not report to work. (Follow calling out Procedures)
- Employees experiencing symptoms while at work must report it to their immediate Supervisor and will be sent home.
- Employees will follow Covid 19 guidelines

Personal Hygiene Procedures:

- Report to work clean (Bathed, brush teeth, wash and comb hair, use deodorant daily)
- Must wear proper uniform refer to chart. Black pants are provided. Uniforms must be clean and free of stains and holes. During winter months employees may wear a shirt under their uniform shirt, sleeves must be pushed up the elbows.
- Work shoes must be black leather non slip also must be closed toe and closed heel. CNS drivers must wear steel toe shoes. All shoes must be clean and free of damage.
- Aprons- All FWS's are supplied with 5 aprons. Wear a clean apron daily don't wear apron to and from work. Remove apron before using the restroom. Change apron if it becomes soiled.
- Face Mask (if applicable) must be clean or new.
- Nails must be clean. Acrylic nails are permitted must not be longer than $\frac{3}{4}$ inches from the base to tip, they need to be keep filed and with no cracking or chipping polish or lifting. No extra bling as it can fall into the food.
- Jewelry is not permitted, except a plain wedding band and small stud earrings.
- Wash hands properly, and frequently
- Hair must be restrained while in the kitchen and while working around food. Bouffant caps are available in all kitchens. Employees are permitted to purchase hair nets at their expense. Caps may also be worn as long as all hair is restrained.
- Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves and finger cots must be worn at all times and changed frequently. Inform lead of all wounds.
- Eating and drinking is only permitted during breaks and in designated areas. Eating and drinking in prep, serving rooms are not permitted.
- Gum chewing or eating candy is not permitted during work schedule.
- Smoking is not permitted anywhere on campuses even while seated in your personal vehicle while in campus parking structure.

Monitoring:

FSWII will inspect employees when they report to work and monitor all employees during hours of operation.



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Corrective Action:

Any foodservice employee found not following procedures will be retrained and referred to immediate Supervisor. Affected food that has been contaminated will be discarded.

Employees Signature/Date

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2. Washing Hands & Proper Glove Use

Purpose: To prevent food borne illness caused by contaminated hands.

Washing Hands Procedure:

- Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility and dishwashing sinks for hand washing
- Waste container at handwashing station
- Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water (at least 100°F) and apply soap
 - Scrub lathered hands and forearms, under fingernails and between fingers, remember thumbs and pinkie fingers for at least 10 – 15 seconds. Rinse thoroughly under warm running water for 5 – 10 seconds
 - Dry hands and forearms with thoroughly with single - use paper towels
 - Turn off water using paper towels
 - Use paper towel to open door when exiting the restroom
 - Use hand sanitizers only if soap and water are not available
- WASH HANDS:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the restroom
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, Drinking
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, wiping counters, or taking out trash or cardboard
 - After touching dirty dishes, equipment, or utensils
 - After handling money
 - After any time the hands may become contaminated

Proper Glove use Procedures:

- Single use gloves must always be worn when handling ready-to-eat foods.
- Use only approved gloves provided
- Do not blow into the gloves
- Do not re-use gloves
- Check gloves for rips and tears
- Change gloves when:
 - Beginning or when changing a task



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- Gloves get dirty or torn
- After any interruption like answering phone
- After handling raw meat, seafood, or poultry
- Before handling ready-to-eat foods

Monitoring:

The FSWII will visually observe the hand washing and proper glove use of the food service staff during their shift.

Corrective Action:

Employees that are not following procedures will be directed to follow procedures immediately and retrained.

Employee signature/Date

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_____	_____
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_____	_____



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3. Cell Phone Usage while on Shift

Purpose: To prevent food borne illness caused by contaminated hands.

Procedures:

- Cell phones should be kept in a locker/a desk drawer/or in a personal bag (handbag/backpack)
- Cell phones should never be kept in an apron or pants pocket.
- Family members should know how to contact your school site and/or Supervisor, in case of an emergency.
- Some occasions call for a level 2 to use a cell phone (kitchen phone or internet is out) or when trying to reach management through text.
- Step away from food production/service areas and wash hands thoroughly after use.

Monitoring:

FSWII will monitor that employees are not using their cell phone while on shift.

Corrective Action:

Immediate Supervisor will be informed and will give a directive not to use cell phone while on shift. Continuous, noncompliance could lead to further discipline.

Employee Signature/Date

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_____	_____
_____	_____



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4. Personal Items

Purpose: To prevent foodborne illness by cross contamination

Procedures:

- Cell Phones must be put away in a hand bag/back pack or desk drawer
- Hand bags/ Back packs should be placed in a locker during the entire shift. If a locker is not available, speak to level 2 about a safe location to store personal items
- Jackets/sweaters, hats and scarves should be stored in a locker on a designated hook away from food prep areas.
- Personal Food and drinks- water bottles, ice tea cups, sodas etc. can be placed in the refrigerator, in a designated location away from school foods. Must be in a labeled pan or on a tray, lower than ready to eat foods **(to prevent cross contamination)**

Monitoring:

FSWII will assure all personal items are stored properly. FWII will designate an area for personal items.

Corrective Action:

Employees observed storing personal items not in a designated will be instructed to place them in the designated area.

Employee Signature/Date

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5. Cleaning and Sanitizing Food Contact Surfaces

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

Food contact surfaces include:

- Sinks
- Tables
- Dishwashing sinks/area
- Utensils
- Thermometers
- Carts
- Equipment

Procedures:

- Wash, rinse, sanitize food contact surfaces
 - First thing in the morning prior to food preparation (follow SOP #29)
 - When changing task
 - At the end of preparation and service
 - Between services (Breakfast, Lunch, Supper)
 - Anytime contamination occurs
- Using approved chemicals for food contact surfaces using the following procedures:
 - Remove all food particles
 - Follow with the 3 step (wash, rinse, sanitize)
 - Let surface air dry
- Using a 3-compartment sink for food contact surfaces of pots, pans and utensils follow procedures:
 - In the first compartment add warm water (75°-110°) to marked Wash Line, add 1 packet of **Pot and Pan Detergent (Purple Packet)**
 - In the second compartment add warm clear rinse water. Change frequently to keep clean
 - In third compartment add warm water to marked Sanitizer Line, add 1 packet of the **Sanitizer (Grey packet)**
- Using dish machine (MD, CK)
 - Remove all debris from utensils, pots, and pans before placing in dishwashing machine
 - Check temperature/chemical levels before using machine and use test strips and document temperature.
 - Run equipment through dish machine, and let air dry.



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Monitoring:

FSWII will visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean. FSW's will monitor the 3 compartment sink to assure they are free of debris and have the right temperature and sanitizer have the right concentration.

Corrective Action:

Wash, rinse, and sanitize dirty food contact surfaces that have not been properly cleaned. Drain the 3 compartment sink and refill with clean water, water temperature of (75°-110°), and correct sanitizer concentration of (200-400ppm) Discard food that comes in contact with surfaces that have not been sanitized properly.

Employee Signature/Date



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6. Receiving Deliveries and Proper Storage (Site Kitchens)

Purpose: To ensure that all food is received safe when received and to store food to proper storage as quickly as possible.

Procedures:

- Organize freezer, refrigerator and storage spaces prior to deliveries
- Keep receiving area clean
- Post delivery schedule for all kitchen employees to see
- Inspect all cases for damaged product (dented cans, torn boxes or bags)
- Check temperatures of cold items, log temps on invoice/order
- Ensure frozen items are still frozen, if not frozen check temperature to avoid danger zone. Log temperatures on invoice/order
- Check product delivered against orders and invoices. Note any shortages or discrepancies on the invoice.
- Sign invoices only **after** everything has been checked against the orders.
- Stamp “ok to pay” on invoices, sign with first initial and last name and date. Place invoices with transport sheets to be returned to Central Kitchen.
- Enter items received from dairy and bread company into the Titan system
- With a black marker write date received on **every** box. When putting product away use (FIFO) first in first out method. Move older product to the side and place old product in front or on top of the new product and mark “use first” on the older product, if needed.

Monitoring:

Food service workers will:

- Check foods to ensure that they are frozen solid and show no signs of thawing and refreezing.
- With a probe thermometer, check the temperature of refrigerated foods when delivered, especially milk. Ensure temperature is 45°F, or lower. If higher than 41°, cool to 41° in four hours.
- For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper, or use an infrared thermometer to check the surface temp of items you cannot open. If the temperature exceeds 41° F, it may be necessary to take the internal temperature before accepting the products.



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- Check the integrity of food packaging and check dates of expiration

Corrective Action:

- Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents or rust
 - Punctured packages
 - Expired foods
 - Food that are out of safe temperature zone

ALWAYS CONTACT MANAGEMENT WITH PRODUCT REJECTION DETAILS

Employee Signatures/Date

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_____	_____
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_____	_____
_____	_____
_____	_____



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7. Receiving Deliveries (Warehouse Central Kitchen)

Purpose: To ensure that all food is received safe and to store food as quickly as possible.

Procedures:

Prior to deliveries all dry and cold storage areas should be organized and ready to receive new product. Review orders and pull sheets before delivery of product.

- When the product arrives, unload the truck with the forklift. Product should be unloaded and placed in the proper area depending on whether it is to be placed in the freezer, walk-in refrigerator or warehouse.
- Count the number of pallets delivered and put the same number of empty pallets back on the truck.
- Check for damaged product, proper temperatures of cold items, and that frozen items are frozen. Reject product if it does not comply with the set standards. Note temperatures on invoices!!!
- Check product delivered against the invoices. Note any shortages or discrepancies on the invoice. If everything matches, compare the invoice to what was ordered (you should already have a copy of the orders, prior to delivery date), If not, you will need to get a copy from supervisors, or production coordinator. Report any shortages or additional items to the Supervisors before signing the delivery receipt.
- Invoices are to be signed after everything has been checked in and all variances are noted on the invoice.
- Make a copy of the invoice. Keep a copy for your records and give the original to the Supervisor that placed the order. Supervisor will confirm the order and stamp the invoice "ok to pay".
- With a black marker, mark the "date received" on EVERY pallet, or individual boxes. When putting products away, use the (FIFO) first in first out method. Move older product to the side and place new product in its place. Place older product in front or on top of new product and mark use first on older product. Pay special attention to expiration dates.
- Frozen and cold items are to be put away first, to ensure the safety of the food, by keeping temperatures out of the danger zone for as long as possible.
- Build your load as you receive deliveries; mark each cart clearly for which site it will be delivered to. Line up carts in freezer with the first delivery in the front. Put carts with frozen or cold foods away immediately to avoid drops in temperature.



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Monitoring:

- Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing when delivered
- Check the temperature of the refrigerated foods when delivered
- Check the dates of perishable goods to ensure safety and quality
- Check the integrity of food packaging

Corrective Action:

Always check with management first! Reject the following:

- Frozen foods with signs of previous thawing
- Cans that have signs of deterioration (swollen sides or ends, flawed seals or seams, dents or rust)
- Punctured packages
- Expired foods
- Foods that are out of the safe temperature zone

Employee Signatures/Date

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8. Preventing Cross-Contamination during Storage and Preparation.

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

Procedure:

- Wash hands properly. Refer to the Washing Hands SOP.
- Avoid touching ready-to-eat food with bare hands.
- Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons and lunch meats during receiving, storage, and preparation.
- Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
- Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
- Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
- Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
- Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
- Store damaged or recalled goods in a separate location. Mark “do not use” clearly on box or container.
- Store food in containers intended only for food.
- NEVER use empty food containers to store chemicals. NEVER put food in empty chemical containers.

Safe food storage starts with wrapping or covering food. Refer to the chart and photo on next page for proper storage of foods. Beginning with the top shelf store:

- Ready to eat foods such as salad or cut fruit
- Raw seafood
- Raw whole cuts of beef or pork
- Raw ground meat and ground fish
- Whole and ground poultry



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Monitoring:

FSWII will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

Corrective Action:

- Retrain any foodservice employee found not following the procedure.
- Separate foods found improperly stored
- Discard ready to eat foods that are contaminated by uncooked foods.
- Record all discarded foods on "Discard & Drop Log"

Employee Signatures/Date

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9. Calibrating and Using Thermometers

Purpose: To prevent foodborne illness by ensuring that the appropriate internal product temperatures are measured by using thermometers correctly and calibrating for accuracy.

Procedures:

- Calibrate thermometers:
 - At least once a week
 - Thermometer is dropped
 - Used to measure extreme temperatures such as an oven
 - Accuracy is in question
- Calibrating thermometers:
 - Add cold water and ice into a cup
 - Insert the thermometer probe into the cup
 - Let sit for at least one minute
 - Check temperature to ensure thermometer reads 32° F, if not
 - Using the sleeve of the thermometer, slide plastic “wrench” to the bottom of the sleeve
 - Slide thermometer into “wrench” until back of thermometer is even with “wrench”
 - Place thermometer back in ice water and turn “wrench” until thermometer reaches 32°
- Cleaning thermometers:
 - Use an alcohol probe wipe to clean the probe, dial and sleeve
 - Use regular detergent to clean but never submerge dial of the thermometer in water
- Using thermometers:
 - Insert a calibrated clean thermometer into the center of the food when taking temperatures.
 - Allow 15-20 seconds for the temperature to stabilize before recording it.
 - Clean right after each use

Monitoring:

FSWII will ensure thermometers are being calibrated and recorded. FSW's will check cleanliness of thermometers before use. FSWII will monitor the use of the thermometers throughout the day to ensure that thermometers are being used correctly.



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Corrective Action:

Retrain employees found not following procedures. Any thermometer that is in question will be calibrated. Any thermometer that is observed dirty will be cleaned.

Employee Signatures/Date

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HACCP Plan

10. Controlling Time and Temperature during Food Prep.

Purpose: To prevent foodborne illness by limiting the amount of time that foods are held in the temperature danger zone.

Procedures:

- Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
- Use clean and sanitized equipment and utensils while preparing food.
- 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.
- Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
- Prepare foods as close to serving times as the menu will allow.
- Prepare food in small batches, keep cases of food in refrigeration or freezer, and bring out only a case at a time!
- Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
- If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

Monitoring:

- Use a clean, sanitized and calibrated probe thermometer.
- Take at least two internal temperatures from each pan/bag of food at various stages of preparation.
- Monitor the amount of time that food is in the **danger zone**, **It should not exceed 4 hours** (keep in mind the 4 hours includes time in transport)



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Corrective action:

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

Employee Signatures/Date

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11. Washing Fresh Fruits and Vegetables

Purpose: To prevent or reduce risk of foodborne illness by contaminated fruits and vegetables.

Procedures:

- Wash hands using proper procedure
- Wash, rinse, sanitize, and air-dry all food- contact surfaces that will be in contact with produce, including equipment, utensils, and sinks.
- Follow manufacturer’s instructions for proper use of “Eat Safe Food Wash”.
- Wash all raw, unpeeled fruits and vegetables that are served whole or cut into pieces.
- Wash fresh produce vigorously under cold running water or by using veggie wash.
- Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
- All washed produce should be removed from the sink and handled with clean gloves.
- Remove any damaged or bruised items.
- Label, date, and refrigerate fresh-cut items.

Monitoring:

All Foodservice workers will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operations. In addition, Foodservice workers will check daily the quality of fruits and vegetables in cold storage.

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 dated.

Employee Signatures/Date

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_____	_____



HACCP Plan

12. Date Marking Ready to Eat, potentially Hazardous Food

Purpose: To ensure appropriate rotation of ready to eat food to prevent foodborne illness.

Procedures:

- Use a label or black marker and write the product name, the date and time it is prepared or opened.
- Label ready to eat, potentially hazardous food that is prepped on site, with date and time prepared.
- Refrigerate all ready to eat, potentially hazardous foods.
- Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
- **Indicate with a separate label the date prepared, the date frozen, the date thawed and the date to discard, of any refrigerated, ready-to-eat, potentially hazardous foods.**
- Calculate the 7-day time period by counting the days that the food is under refrigeration.

Monitoring:

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

Corrective Action:

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

Employee Signatures/Date

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13. Cooking Potentially Hazardous Food

Purpose: To prevent foodborne illness by ensuring all foods are cooked to proper internal temperature.

Procedures:

- Train foodservice employees who prepare or serve food on how to cook foods using this procedure.
- If a recipe contains a combination of meat products, cook the product to the highest required temperature. 165°
- See Chart below for proper cooking internal temperatures.
 - 165° for 15 seconds (chicken, turkey, reheating leftovers, microwaved foods)
 - 155° for 15 seconds (ground beef, eggs, franks, fish sticks)
 - 145° for 15 seconds (beef steak, fish, roasts)
 - 135° for 15 seconds (fresh, frozen or canned fruits and vegetables that will be held in a hot box or steam table)

Monitoring:

- Use a clean, sanitized, and calibrated probe thermometer (preferably a thermocouple), or use an infrared thermometer for thin sliced products like pizza.
- Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
- Take at least two (2) internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center). For example 1 burrito from two different pans, in the center of pan.
- Take at least two (2) internal temperatures of each large food item, like a turkey, to ensure that all parts of the product reach the required cooking temperature.
- Temperatures are to be logged on the production sheets.



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Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. Hold above 140° in hot holding unit.

Employee Signatures/Date



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14. Holding Hot and Cold Potentially Hazardous Foods

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

Procedures:

Ensure all potentially hazardous foods are held outside of the temperature DANGER ZONE 41°F to 135°F, by holding hot foods at 135°F and above, or cold food at 41°F and below.

- Preheat steam tables and hot boxes to 140°F
- Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of food, or use an infrared thermometer
- Take temperatures of food by inserting the thermometer at the thickest part, and at the center of the pan, up to dimple of probe thermometer
- Monitor temperatures of holding units by placing a thermometer in the coolest part of a hot holding unit or warmest part of a Cold holding unit (usually near the door)

Hot-Held Foods:

- Verify that the air/water temperature of any unit is at 140°F or above before use.
- Reheat foods in an oven, microwave, or steamer to 165°, before placing in hot box or steam table.
- All hot potentially hazardous foods should be 135°F or above before placing the food out for display or service.
- Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours
- Record temperatures on the Daily Food Temperature log

Cold-Held Foods:

- Verify that the air/water temperature of any unit is at 41°F or below before use. Record on Daily Freezer/Refrigerator/Milk Cooler Temperature log
- Chill foods, if applicable to 41° or cooler in a refrigerator, or cooler prior to placing on service line.
- Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
- Record temperatures on the Daily Food Temperature log



HACCP Plan

Monitoring:

Record temperature of food items, document corrective actions taken on the Daily Food Temperature log. Record air temperatures of coolers, refrigerators, and freezers on the Daily Freezer/Refrigerator/Milk Cooler temperature log.

FSWII's will verify that foodservice employees have taken the required hold temperatures by visually monitoring logs during shift. Temperature logs are kept on file at the sites for a minimum of one year.

Corrective Action:

Hot Foods:

- Reheat the food to 165°F for 15 seconds if the temperature is found to be below 135°F. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135°F.

Cold Foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41°F, using the following methods:
- 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 chill paddle
- Stir the food in a container placed in an ice water bath
- Add ice as an ingredient
- Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable
- Discard the food if it cannot be determined how long the food temperature was above 41° F.

Employee Signatures/Date

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HACCP Plan

15. Cooling Potentially Hazardous Foods. (Central Kitchen)

Purpose: To get cooked, unused food out of the danger zone as quickly as possible.

Procedures:

- Cool potentially hazardous foods from 135°F (57°C) to 41° F (5°C) or lower within six (6) hours.
- If food has not cooled to 70°F (21°C) within two hours, it must be reheated and then cooled again. (most pathogens grow rapidly between 125° and 70°, therefore food must pass through this temperature range quickly)
- If you can cool the food from 135°F to 70°F within two hours, you can use the remaining time to cool the food to 41° or lower. The total cooling time cannot exceed 6 hours.
- NEVER cool large amounts of hot food in a cooler. Most coolers are not designed to cool large amounts of hot food quickly. Food may not move quickly through the danger zone.

Methods:

- **Ice water bath:** After dividing food into smaller containers, place them in a clean prep sink or large pot filled ice water. Stir the food frequently to cool it faster and more evenly.
- **Ice paddle:** Ice paddles are plastic paddle that can be filled with ice or with water and then frozen. Food stirred with these paddles will cool quickly.
- **Ice/cold water as an ingredient:** When cooling soups or stews, the recipe is made with less water than required. Cold water or ice is then added after cooking to cool the food and provide the remaining water.

Loosely cover food containers before storing them. Food can be left uncovered if stored in a way that prevents contaminants from getting into it. Storing uncovered containers above other food, especially raw seafood, meat and poultry, will help prevent cross contamination.



HACCP Plan

Monitoring:

Use a calibrated thermometer to measure the internal temperature during the cooling process. Monitor time and temperature throughout the cooling process.

Corrective Action:

Food that has not cooled to 70°F (21°C) within two hours, must be reheated and then cooled again.

Employee Signatures/Date

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HACCP Plan

16. Reheating Potentially Hazardous Foods.

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

Procedures:

- Reheat all foods (see exception below) to an internal temperature of 165° (74°C) for 15 seconds. Use an oven, microwave or steamer (DO NOT USE A HOT BOX TO REHEAT FOODS)
- Ensure food reaches 165° within two hours from start to finish. This applies to all reheating methods including ovens and microwave ovens.

(Exception) reheat commercially processed and packaged ready to eat food to an internal temperature of at least 135° (57°C). This includes packaged items, for example: cheeseburger sliders and burritos.

Please refer to:

FDA Food Code 2017 3-403.11 (C) and (D) (copy located in Appendix of this HSCCP handbook)

Monitoring:

Food service workers will take at least 2 internal temperatures from each pan of food that is reheating.

Corrective Action:

Continue reheating food if the internal temperature does not reach required temperature.
Discard if not 165° within 2 hours.

Employee Signatures/Date

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HACCP Plan

17. Food Prep and Service to Students with Food Allergies

PURPOSE: To Serve Safe and nutritious meals to students with food allergies

Procedures:

- Ensure students have a meal accommodation form on file, that is approved by Director of Child Nutrition (Julie Nickels). Blank forms can be found on the district website under the Child Nutrition tab.
- Follow recommendations set by physician and approved by Director of Child Nutrition (Julie Nickels).
- Use receiving procedures: date each food item when received and check labels for known allergens
- Store non-allergenic foods away from foods that contain allergens in the container with the **PURPLE** lid
- Keep ingredient labels for a minimum of 24 hours after serving the product
- Prevent cross-contact during food preparation:
 - Wash hands before preparing foods
 - Wear single-use gloves
 - Use a clean apron when preparing allergen-free food
 - If equipped use (**PURPLE**) utensils
 - Wash, rinse, and sanitize all cookware before and after each use
 - Wash, rinse and sanitize food contact surfaces
 - If Possible, designate an allergy-free zone in the kitchen
 - Prepare food items that do not contain allergens first
 - Label and store the allergen-free items separately
 - Use a clean, sanitized (**PURPLE**) cutting board when preparing food
 - Use clean potholders and oven mitts for allergen free foods to prevent cross-contact
- Prevent cross-contact during meal service:
 - Set aside food for students with food allergies from self-service food areas, such as salad bars, before food is set out.
 - Use dedicated serving utensils and gloves for allergen-free food.
 - Label items on the serving line correctly and clearly so that items containing food allergens are easily recognized by food service workers

MONITORING:

Food Service workers will continually monitor receiving, preparation, and serving areas to assess whether food allergy procedures are being followed and cross contamination is prevented. Food Service workers will complete the “**Special Needs Production Sheet**” each day for all meal accommodations that are prepared each day.



HACCP Plan

CORRECTIVE ACTION:

- Contact Director or Supervisor, if there is any doubt about a meal accommodation
- Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in any particular food
- Contact school administration or nurse if a student has consumed food with allergens and a reaction is present
- Discard any food that cross-contaminated

FOOD ALLERGEN REACTIONS INCLUDE:

Tingling or itching in the mouth.

Hives, itching or eczema.

Swelling of the lips, face, tongue and throat or other parts of the body.

Wheezing, nasal congestion or trouble breathing.

Abdominal pain, diarrhea, nausea or vomiting.

Dizziness, lightheadedness or fainting.

Employee Signatures/Date



HACCP Plan

18. Preventing Contamination at Service Counters and Food Bars

Purpose: To prevent foodborne illness by ensuring that all items held on food bars and at service counters are protected from contamination.

Procedures:

- Follow Personal Hygiene, and Hand Washing SOP's.
- Follow Manufacturer's instructions for pre-heating and/or pre-chilling serving line equipment before use.
- Use ice pillows in bottom of food bar (salad bar)
- Place all exposed food under sneeze guards.
- Provide an appropriate clean and sanitized utensil for each container (pan) on the food bar and serving line.
- Replace existing containers of food with new containers (pans), when replenishing the food bar and serving line.
- Assist students, who are unable to properly use utensils.
- Ensure that students use a clean container, if returning to the food bar.
- Store food bar and serving line utensils with the handles up or in a manner to prevent students from touching the food contact surfaces.
- Avoid using spray chemicals to clean food bars when in use or stocked with food.
- Monitor and record temperatures of food, in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
- Continually monitor food bar to ensure utensils are stored in the containers with the handles out of the food.
- Continually monitor students' use of the food bar to ensure that students 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

Monitoring:

Food service workers will monitor serving line and salad bar during service to prevent contamination. Food service workers will log temperatures when food is placed on the serving line or in food bar. Food service workers will document any discarded food on the Discard & Drop logs.



HACCP Plan

Corrective Action:

- Remove and discard contaminated or suspected contaminated foods.
- Demonstrate to students how to properly use utensils
- **Discard the food if it cannot be determined how long the food temperature has been in the “danger zone” 41°F to 135°F**

Employee Signatures/Date



HACCP Plan

19. Serving Food

Purpose: To prevent foodborne illness.

Procedures:

- Follow Personal Hygiene SOP
- Follow Hand Washing SOP: wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils.
- Avoid touching ready to eat food with bare hands.
- Handle trays by the edge or bottom, cups by bottom, and utensils by the handles.
- Store utensils with the handles up or toward the person to prevent contamination.
- Hold potentially hazardous foods at the proper temperatures. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
- Serve food with clean and sanitized utensils, or gloves when appropriate.
- At the end of service, Date mark and cool Potentially hazardous foods or discard leftovers. Refer to the Date Marking and Cooling Potentially hazardous foods SOP's
- Maintain a clean serving line

Monitoring:

FSWII's will visually observe that food is being served in a manner that prevents contamination during all hours of service.

Corrective Action:

- Replace improperly handled trays, cups or utensils.
- Discard ready to eat food that has been touched with bare hands or suspected of contamination, mark on Drop & Discard log sheet.
- Discard any food that has been contaminated

Employee Signatures/Date

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_____	_____



HACCP Plan

20. Safe Handling of Carryover Foods (parfaits, salads, and sandwiches)

Generally these items are served at Middle Schools, however all Food Service Workers should understand the process.

Purpose: To prevent foodborne illness.

Procedures:

- Temp items throughout service to ensure food is not in danger zone. Keep @ 41° and below.
- Temp items at the end of service. If food is out of temp discard.
- Using a black marker put a check on the bottom of each item
- Place the items in the refrigerator, until next day service.
- At the end of service day 2 all items must be discarded.

Only these items will be held over for 1 day!! (Parfaits, Salads, and Sandwiches)

Monitoring:

FSW's will take temperatures throughout the service. FSW's will mark left overs for the following date and then dispose any leftovers after that.

Corrective Action:

Discard (Parfaits, Salads and Sandwiches) that are out of temperature and after the end of day 2 service.

Employee Signatures/Date

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HACCP Plan

21. Share Table

Purpose: An effective way to enhance student food conservation and reduce food waste.

Procedures:

- Designate share table location with labeled share table bins.
- Wash, rinse and sanitize share table/bins daily before each use
- Place ice or ice pillows in the bottom of unit to maintain 41° F or lower for cold items, cut fruit and milk
- Display signage outlining share table “rules”.
 - Only take what you will eat.
 - Only touch what you will take.
 - Please do not put trash in food bins
 - Food is for students ONLY.
 - Acceptable items for share table: unopened milk, string cheese, yogurt, whole fruit with a peel, packaged fruits and veggies, or wrapped bread items.
 - Food cannot leave campus.
- Maintain proper time and temperature logs (41°F or colder) check every 30 minutes
- Store milk in a temperature controlled storage bin.

All foods place in a Share Table/Bin will be returned to kitchen or disposed of.

All Potentially hazardous items will be disposed of at the end of shift.

Monitoring:

Placement of the share table shall be at the end of the serving line, salad bar, or other designated are approved by Supervisor to ensure the supervision of the share table by food service staff, and therefore ensuring that food contamination is reduce or eliminated.

Food service workers will continually monitor preparation, cleaning and share table are to assess whether food handling procedures are being followed. Maintain temperature logs every 30 minutes. Monitor integrity of food items.



HACCP Plan

Corrective Action:

Dispose of the following:

- Punctured packages
- Foods that are out of temperature or deemed unacceptable.
- Damaged or bruised whole fruit
- After each service or at end of shift
- Wash and sanitize after each service
- Replenish ice or ice pillows.

Employee Signatures/Date

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_____	_____
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ITEMS OK TO SHARE

- UNOPENED PACKAGES
- FRUIT IN A PEEL
- JUICE BOXES

ITEMS NOT OK TO SHARE

- OPENED PACKAGES
- ANYTHING WITH A BITE OUT OF IT
- MILK CARTONS
- ITEMS FROM HOME



HACCP Plan

22. Emergency Feeding (prep, storage, transport, serve, and hold)

Purpose: To ensure students have access to quality, healthy foods during emergency situations.

Procedures:

- Consider how many meals are going to be served at site, place order via Pull sheets or Titan.
- Receive orders following Receiving Deliveries, and Proper Storage (site kitchens) SOP
- If bagging frozen/cold foods for distribution, bring out only a couple of cases of food at time to ensure food stays frozen/cold and out of the temperature danger zone.
- Bag items quickly. If bagging for 5 days place 5 entrée's in a bag and use tape machine to seal. If bagging for 1 day place 1 entrée for each meal service in bag (example: lunch, breakfast, supper.) use tape machine to seal bag.
- Take temperature of prepped bags and return to freezer/refrigerator immediately
- Always keep entrée's frozen until service day/time. Keep milk and other cold items in refrigerator until time of service.
- If transporting to a mobile feeding site: Always use cold Cambro containers, coolers, ice pillows etc.
- If serving on site, fill Cambro containers and place back in refrigerator or freezer until time of service.
- Prior to service set up folding table and EZ ups
- Bring cold holding units (milk coolers, cold bags, cambro's) as close to serving area as possible (keep in shade)
- Place ice pillows in units as well as on the tables to continuously keep foods cold.
- Keep as much food as possible in refrigeration or freezer for as long as possible.
- As parents pull up, ask how many children under 18 need meals.
- Load meals into parent cars and mark the number of meals of the tally sheet.
- Monitor food constantly to ensure food is not above 41°F
- At the end of service, count what food is left over, mark leftovers on tally sheet.
- Take temperature of cold foods, if food is above 41° discard food and mark on tally sheet and Drop & Discard Sheet. If temperature is good, immediately return food to freezer/refrigerator for next service.
- Inform Supervisor of how many meals were served



HACCP Plan

Monitoring:

FSW's will monitor temperatures of food with a calibrated thermometer throughout service and at the end of service.

Corrective Action:

(Frozen food) when frozen food is removed from cold storage:

- If at the end of assembly, food is still frozen, return to freezer.
- If food is at 41°F or below and less than 4 hours have passed, it can be returned to COLD storage and consumed within 5 days (date mark food).
- If food is below 71°F and has not been removed from cold storage more than 4 hours, cool food to 41° within 2 hours, it can be returned to COLD storage and consumed within 5 days (date mark food). If cooling is not possible, discard food and log on Drop & Discard sheet.

Employee Signatures/Date

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HACCP Plan

23. Proper Use of Can Openers and Disposal of Sharps

Purpose: To Prevent injury and unintentional contamination of food.

Procedures:

- Wash hands properly. Refer to Hand Washing SOP
- Wash top of can with Sanitizer before opening the can or applying the can opener to top of can.
- Electric can opener: Align the blade with edge of the top of the can, push handle firmly to begin can spinning and cutting top of can. Release handle to stop movement and release can.
- Manual can opener: align the can opener blade with the edge of the can. Apply pressure to puncture and turn handle making a cut all the way around the can. Do not stop before the lid has been completely separated from the can.
- Table top: lift handle to opener, place can under blade. Bring down handle quickly to puncture can, turn handle making a cut all the way around the can. Do not stop before the lid has been completely separated from the can.
- Remove the lid from the can and place aside
- After emptying can place lid back inside can and press sides together to keep sharp lid inside. Do not throw lids in trash can, as this can be a hazard to workers.
- Place cans in empty box or bag for disposal.
- Wash, rinse and sanitize can opener.

Corrective Action:

Discard any food touched by unclean can-opener, replace any worn/broken units.

Employee Signatures/Date

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HACCP Plan

24. Proper use of Garbage Disposals and Food Disposal

Purpose: To safely use equipment and not damage plumbing when disposing of leftover foods.

Garbage disposals are designed for small food particles that tend to be left on pans and utensils when preparing, serving or cleaning in the kitchens.

Garbage disposals are not designed to dispose of large amounts of left over foods.

Procedures:

- Scrape as much food as possible from pans, trays, or utensils into garbage cans.
- Start disposal, make sure water is running into disposal. Pour contents into disposal (example: water and small food particles left in pan to soak)
- Let disposal run for about 30 seconds and turn off.
- Never put peels from produce into disposals.
- Never pour grease, oil or fat into disposals. Pour into an empty # 10 can and let solidify, dispose in garbage can.
- Never put (expandable foods) pasta, beans or rice into disposals.
- Never cover disposal when it is running.
- Never leave disposal running unattended.

Corrective Action: Contact Supervisor, if garbage disposable becomes clogged or is not working.

Employee Signatures/Date

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HACCP Plan

25. Proper use of Dishwashers (Central Kitchen and Melva Davis)

Procedures:

- Close door and turn on dish machine, let fill with hot water.
- Test sanitizer level with proper test strips.
- Check panel or gauges to ensure temps are above 160°F (high temp dishwasher) Melva Davis
- Check data panel for proper mixtures (high chemical dishwasher) Central Kitchen
- Scrape food from pans, utensils, or any equipment that will be put into dishwasher.
- Rinse pans, utensils and equipment.
- Using a dishwasher rack, place equipment in rack (careful not to overload)
- Push rack into machine.
- Remove rack on opposite side of machine and let equipment air dry.
- At end of use: turn off dishwasher, raise door and drain water.
- Wash, rinse and sanitize all parts of dishwasher.
- Use Lime away once a week (Friday) take apart screens to air dry over weekend.

Monitoring:

All food service workers will test sanitizer and monitor machine for proper usage.

Corrective Action:

If sanitizer is not testing correctly, make sure chemical levels are filled. Rewash any equipment that went through without proper chemical levels.

Employee Signatures/Date

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HACCP Plan

26. Storing and Using Chemicals

Purpose: To prevent foodborne illness by chemical contamination

Chemicals in use by the Child Nutrition Services Dept. are provided by SFS (Safety Food Systems)

Each site has a log book and handbook for safety and proper use of each chemical provided.

For the chemicals that are not provided by SFS, such as Lime gone or Lime away, SDS (Safety Data Sheets) are provided by CNS and kept in a binder at each site marked SDS. The SDS sheets provide information on proper use and safety of each product.

Procedures:

- All chemicals should be stored or locked away for the safety of children.
- All chemicals should be stored away from prep areas, to ensure food safety.
- Chemicals must be kept in their original containers until ready for use. Designated buckets and spray bottles have been provided for each chemical.
- Sanitizer must be tested with the first bucket to ensure proper ppm is achieved, (200 ppm) using the provided quaternary test strips.
- PPM must be logged each day in the SFS log book and initialed.

Proper use of each packet from SFS

- **Green packet:** All Purpose Cleaner, for floor cleaning
- **Purple packet:** Pot and Pan Detergent, for manual cleaning and scrubbing of pots, pans, kettles, sheet pans and utensils
- **Grey packet:** Sanitizer, for sanitizing pots, pans utensils, fixed equipment, food contact surfaces and wiping cloths.
- **Orange packet:** Degreaser, for oven cleaning and heavy-duty degreasing of floors, fryers, hoods, racks and other difficult to clean surfaces.
- **Red packet:** Germicidal Cleaner, for disinfecting and cleaning tabletops, sneeze guards, glass, stainless steel, milk coolers, washroom fixtures, and other general cleaning. Cleans, disinfects, deodorizes.

Always use PPE when using orange or red packets!!



HACCP Plan

Monitoring:

FSW's will visually observe that chemicals are being stored and properly used.

Corrective Action:

- Train all CNS employees on proper use of each chemical. If an employee is found misusing chemicals, retrain on proper use.
- If an employee is injured by a chemical, render first aid, flush skin and eyes (if effected) with clear water and contact supervisor immediately.
- Discard any from contaminated by chemicals

Employee Signatures/Date

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HACCP Plan

27. Clean and Sanitizing of Kitchens after Service (end of the day)

Purpose: To prevent foodborne illness by ensuring all kitchens are clean and sanitized.

Procedures:

- Discard any leftover cooked food in garbage.
- Temp and return cold foods to refrigerator or freezer (mark boxes with count and date) log temps.
- Store leftover paper products on clean shelves.
- Place all pans, and serving utensils that need to be washed on or near the 3 compartment sink. Set up sink in following manner:
 - In first compartment, wash with a clean Pot and Pan solution (purple) at or above 110°F .
 - In the second compartment, rinse with clean warm water
 - In the third compartment, sanitize with the sanitizing (grey) solution mixed at 200ppm (use test strips provided by SFS to ensure)
- Wipe any debris from tables, serving lines, food bars, refrigerators, ovens and microwaves.
- Using Buckets: Wash, rinse and sanitize all food contact surfaces, refrigerators, ovens and microwaves.
- Wash cleaning buckets and sinks using disinfecting (red) solution and hot water to prevent buildup of residue. Let air dry
- Spray door handles/knobs, light switches, (any high touch areas) with Germicide
- Put away equipment once it is dry.
- Sweep and mop floors everyday using (green) All Purpose cleaner in mop bucket.
- Lock and secure refrigerators, freezers, roll down windows and doors.

Monitoring:

- Visually monitor that water in each sink and bucket is clean
- Check soap and sanitizing solution often
- Test sanitizer often and change when needed



HACCP Plan

Corrective Action:

If sanitizing solution is not testing properly: drain/dump and refill. If soap or rinse water is not warm or hot enough: drain/dump and refill. Any pans or surfaces that were not cleaned with proper solutions will need to be rewashed.

Employee Signatures/Date

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HACCP Plan

28. Germicide Spray in the Morning

Purpose: To prevent contamination of germs (bacteria, viruses, and other microorganisms that can cause infection and disease)

Germicidal Cleaner is a one-step disinfectant and cleaner that is designed for use on high touch surfaces.

Non-food contact surfaces don't need to be rinsed or sanitized. (door knobs)

Procedures:

- First thing in the morning spray Germicide on the following:
 - Table tops
 - Serving line (in and out)
- Let it sit for 5 minutes (meanwhile prepare buckets, open units and log temperature of equipment)
- Rinse
- Sanitize

Monitoring:

FSWII's will ensure and monitor that tables and serving lines are being sprayed with germicide, rinsed and sanitized every morning.

Corrective Action:

Employee will be re-train on proper use of Germicide. Table tops and serving lines will be sprayed rinse and sanitized immediately.

Employee Signatures/Date

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HACCP Plan

29. Site Inventory Procedures

Purpose: Food Service Worker II's and Warehouse/Drivers will maintain and submit an accurate monthly inventory of all goods. (Food, Chemical, and Paper)

Procedures:

- Rotate deliveries using First In First Out, write date on ALL product received. (Use product with older dates first)
- When placing orders use inventory in stock and menus to determine what needs to be ordered and how much. (Par Stock Level)
- Only take inventory of half case or more on hand. Or (each) (depends on how the item is ordered). If less than half of the case is available, do not count it. If you happen to have an item that is not in inventory or is not moving, work with your Supervisor on how to use the product.
- Use a blank "Food Inventory Sheet" to write down your inventory. (Located in the CNS Forms) or use a blank "Inventory Worksheet" from Titan

Submitting Inventory into Titan:

- Log into Titan Solutions
- Select "Items" tab
- Select "Physical Count" tab
- Select your site under "Buildings" drop down list
- Click (green) button on top right hand side (Add New Physical Count)
- Pop up window will appear "Add New Physical Count"
- Select your site under "Warehouse drop down list"
- Select "monthly" under (Physical Count Type) drop down list, click SAVE
- Transfer inventory numbers from the Food Inventory List.
- DOUBLE CHECK YOUR WORK BEFORE POSTING
- Click "Save"
- Click "Post"
- Print 2 copies, keep a copy for yourself, sign and send a copy to your Supervisor.
- IF YOU FIND THERE ARE ITEMS NOT FOUND IN TITAN, WRITE THEM ON THE INVENTORY SHEET. Be specific (Example: Canned Chili, Rotini)



HACCP Plan

Monitoring:

All food service workers and warehouse personnel will assist in monitoring and recording inventory. Use “Discard and Drop Form” to document food waste. TIP: Keep running inventory sheet.

Correction Action:

Onsite training on maintaining accurate inventory loss will be provided by site Supervisor. Inventory will be summited immediately.

Inventory is mandatory at the end of each month. Submit a signed copy to your supervisor on or before the last day of each month. (Failure to complete may result in progressive discipline)

Employee Signatures/Date

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HACCP Plan

Appendix

Reheating

3-403.11 Reheating for Hot Holding

(A) Except as specified under ¶¶ (B) and (C) and in ¶ (E) of this section, TIME/TEMPERATURE CONTROL FOR SAFETY FOOD that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 74C (165oF) for 15 seconds.

(B) Except as specified under ¶ (C) of this section, TIME/TEMPERATURE CONTROL FOR SAFETY FOOD reheated in a microwave oven for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 74C (165oF) and the FOOD is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.

(C) READY-TO-EAT TIME/TEMPERATURE CONTROL FOR SAFETY FOOD that has been commercially processed and PACKAGED in a FOOD PROCESSING PLANT that is inspected by the REGULATORY AUTHORITY that has jurisdiction over the plant, shall be heated to a temperature of at least 57C (135F) when being reheated for hot holding.

(D) Reheating for hot holding as specified under ¶¶ (A) - (C) of this section shall be done rapidly and the time the FOOD is between 5°C (41°F) and the temperatures specified under ¶¶ (A) - (C) of this section may not exceed 2 hours.

(E) Remaining unsliced portions of MEAT roasts that are cooked as specified under ¶ 3-401.11(B) may be reheated for hot holding using the oven parameters and minimum time and temperature conditions specified under ¶ 3-401.11(B).