Food Safety and Sanitation

Gretchen Elkins, MBA

Laurie Staples

Education Service Center, Region 20
Objectives

- Understand the importance of sanitation and personal hygiene with maintaining food safety
- Learn proper procedures for washing hands and using disposable gloves
- Gain knowledge of the different ways food may become unsafe
- Learn what HACCP is and how it applies to your daycare
- To review types of record keeping
Why do you need a Food Safety Program?

You are serving high risk populations:
- Children under 5 years old
- Children in diapers
- The elderly
- Those with compromised immune systems
- Anyone on antibiotics over the last few months
What is HACCP?

- Hazard
- Analysis
- Critical
- Control
- Points
Why is Food Safety Important?

- Millions of people are affected each year by a foodborne illness
- Every step in the foodservice process has the potential to impact food safety
Foodborne Illnesses & Outbreaks

- **Foodborne Illness**
  - Commonly called “food poisoning”
  - Disease transmitted to people by food or water

- **Foodborne-Illness Outbreak**
  - Incident in which two or more people experience the same illness after eating the same food
  - Confirmed when a laboratory analysis shows the source of illness to be a specific food
  - Example: 2006 outbreak of E. coli from fresh spinach
Discussion Question

- What would be the impact on your daycare operation if a foodborne-illness outbreak was linked to something your kitchen served?

- What can daycare employees do to reduce the risk of a foodborne-illness outbreak from occurring?
How Does Food Become Unsafe?

- Purchasing food from unsafe sources
- Poor personal hygiene of employees
- Time-Temperature Abuse
- Cross Contamination
Would you shop here???
What can be done to keep food safe?

- **Step 1**: Keep food from becoming unsafe!

- **Step 2**: Know what hazards or contaminants can cause a food to become unsafe.
  - Three Main Types of Hazards
    1. Biological (microorganisms)
    2. Chemical (chemicals you work with)
    3. Physical (foreign objects)
Potential Hazards

- **Biological Hazards**
  - Microorganisms such as bacteria, viruses, parasites and fungi

- **Chemical Hazards**
  - Pesticides, cleaning and sanitizing chemicals, toxic metals, polishes, glass cleaners

- **Physical Hazards**
  - Any foreign object that accidentally gets into food
    - Hair, dirt, staple, broken glass
    - Naturally occurring as well: bones, cartilage
What Went Wrong?
Controlling Microorganisms

1. Food
2. Acidity (proper pH)
3. Temperature
4. Time
5. Oxygen/No oxygen
6. Moisture
Biological Hazards

Microorganisms

Pathogens

Spoilage Organisms

Bacteria

Viruses

Parasites

Fungi

Foodborne Illness

Unpleasant smell and taste
Foodborne pathogens can't be seen and have no smell or taste.
Foodborne Pathogens

- Found on raw foods
- Added during food handling

OR
Microorganisms and Illness

If the temperature is right, 1 bacteria may become 68 billion bacteria within 12 hours.

1 bacterium
20 minutes = 2 bacteria
40 minutes = 4 bacteria
4 hours = 4096 bacteria
8 hours = 17 million bacteria
12 hours = 68 billion bacteria
How Do Microorganisms Get Into Food?

- Prior to entering the kitchen
- Inside the kitchen
Stop Bacterial Growth

Time and Temperature

CONTROL

CONTROL

CONTROL

CONTROL
Prevent Cross Contamination

- Separate raw and ready to eat foods
- Use only food-grade containers to store, transport, or hold food
- Clean and sanitize all equipment
- Destroy pathogens to prevent cross-contamination
What Went Wrong?
Hand Washing

➢ All Employees Must Know
  • How to wash hands
  • When to wash hands
  • Where to wash hands
LEARNING OPPORTUNITY
Hand Washing Sinks

- All hand washing sinks must:
  - Be accessible
  - Be supplied with warm water, soap, and single use towels
  - Have a sign at the hand washing sink that instructs employees to wash their hands.
Hand Washing Sinks

- Hand washing is **ONLY** allowed at designated hand washing sinks
Steps for Washing Hands

1. Wet hands with warm water
2. Apply soap and lather
3. Vigorously rub hands together for at least **20 seconds**
4. Rinse thoroughly
5. Dry hands using a single use towel

Video Clip
When Should I Wash My Hands?

**Must Wash Hands Before**

- Handling foods
- Preparing foods
- Serving foods
- Handling medication
- Feeding a participant
When Should I Wash My Hands?

Must Wash Hands After:

- Handling raw foods
- Between tasks
- Eating or drinking
- Feeding a participant
- Changing diapers
- Helping a child or adult at the toilet
- Cleaning
- Handling garbage
- Going to the restroom
- Coughing, sneezing, or using a tissue
- Handling medication
- Whenever hands come in contact with body fluids, including vomit, saliva, and runny noses
- Touching dirty dishes, equipment, or utensils
- Changing a participant’s clothing
Using Gloves

- Wearing gloves does NOT guarantee food safety!
  - Gloves can become contaminated just as easily as your hands can!
  - Extremely important to change gloves often!

- Key Point: Wash hands before putting on new gloves!
When Do I Need to Change Gloves?

- Before starting a new task
- Before starting food preparation
- After touching equipment or utensils that are not cleaned and sanitized
  - Example: Oven doors, refrigerator doors, serving utensils
- After handling money
- After handling trash and dirty trays
- After handling chemicals
- When interruptions in food preparation occurs
  - delivery, telephone
- ANYTIME a glove is soiled, torn, damaged, or contamination may have occurred!
Gloves - What **NOT** to Do!

- Wear several pairs of gloves and take off outer layer when starting a new task.

- Take off a pair of gloves and put them back on when you come back to the task.
Personal Hygiene

- Report to work in good health, clean, and dressed in clean uniform
- Do not wear artificial nails or finger polish
- Do not wear jewelry – except for a plain wedding band
- Wear effective hair restraints
Personal Hygiene

- Treat and bandage wounds and sores immediately

- Eat and drink food **only** in designated areas
Cleaning and Sanitizing

- **CLEAN** = Free of visible soil
- **SANITARY** = Free from harmful levels of foodborne pathogens
What Needs to Be Cleaned and Sanitized Regularly?

- Kitchen countertops
- Food preparation equipment, like mixers
- High chair trays and chairs
- Tables
Cleaning and Sanitizing Log

HACCP-Based SOPs

### Food Contact Surfaces Cleaning and Sanitizing Log

**Instructions:** Record time, temperatures/sanitizer concentration, as appropriate and any corrective action taken on this form. The foodservice manager will verify that food workers have taken the required information by visually monitoring foodservice employees and preparation procedures during the shift and by reviewing, initialing, and signing this log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Wash Temperature</th>
<th>Rinses Temperature</th>
<th>Final Rinse (Sanitization) Temperature</th>
<th>Heat Sensitive Tape (place here)</th>
<th>Sanitizer Concentration (in ppm)</th>
<th>Corrective Action</th>
<th>Employee Initials</th>
<th>Verified By/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

USDA [logo]
Kitchen Nightmares!
Prevent Chemical Hazards

- Keep cleaners/sanitizers in original containers with clear labels
- Store cleaners/sanitizers separately from food
- Select appropriate chemicals for the job and never mix
- Use proper amount of chemicals
- Wash hands when through with chemicals
Prevent Chemical Hazards

- Wash fresh produce with plain water
- Monitor pest control operators
- Keep food covered during pesticide applications
- Clean and sanitize equipment that may have come into contact with pesticide
- Limit access to chemicals
Prevent Physical Hazards

- Inspect equipment
- Avoid temporary “make-shift” repairs
- Remove staples from food boxes
- Use razor blades in secure devices
- Inspect raw materials
- Wear proper attire
Prevent Physical Hazards

- Avoid loose jewelry, acrylic nails, polish
- Use proper hair restraints
- Store food in approved containers and bags
- Cover glass bulbs in preparation area
- Regularly clean can openers
- Throw away broken or chipped tableware
7 HACCP Principles

1. Identify Hazards
2. Identify Critical Control Points
3. Establish Critical Limits
4. Establish Monitoring Procedures
5. Establish Corrective Actions
6. Establish Verification Procedures
7. Establish Record-Keeping Procedures
Terms to Remember

- **Hazard Analysis**: Review of your food service operation to find areas where food safety problems might occur.

- **Control Measures**: Steps taken to reduce food contamination.

- **Critical Control Points (CCP)**: Points where controlling a step is essential to assure food safety.
Critical Control Points

- The last step to control, prevent or eliminate hazard
- Essential step in the food flow to prevent, eliminate or reduce a food safety hazard
- CCPs include reheating, serving, cooling, preparing, cooking, holding, receiving, and storage
CCPs – Example

CCPs for raw hamburger patties in a full-service kitchen (hazard is harmful bacteria)

- Receiving - not CCP
- Storing - not CCP
- Preparing - not CCP
- Cooking - CCP
- Holding – CCP
- Serving – not CCP
Purchasing

- You should only purchase food from reputable suppliers
- The three main hazards that you must consider when purchasing food are:
  - Contamination
  - Quality
  - Transportation of products
Receiving

- Check frozen foods to ensure that they are all frozen solid
- Check the temperature of refrigerated foods
- Check dates of milk, eggs, and other perishable goods to ensure safety and quality
- Check the integrity of food packaging
Receiving Log Example

HACCP-Based SOPs

### Receiving Log

**Instructions:** Use this Log for deliveries or receiving foods from a centralized kitchen. Record any temperatures and corrective action taken on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring foodservice employees and receiving practices during the shift and reviewing the log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Vendor or School</th>
<th>Product Name</th>
<th>Temperature</th>
<th>Corrective Action Taken</th>
<th>Initials/Date</th>
<th>Manager Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

USDA

Page 1
What Went Wrong?
Storage of Food

- General Guidelines
  - Date label all food
  - Rotate products using “first in, first out”
  - Discard food past the manufacturers’ expiration date
  - Keep storage areas clean and dry
  - Store food at least 6 inches off of the floor
  - Do not store food in direct sunlight
  - Ensure storage areas are well ventilated
Storage Areas

- Check temperatures of storage areas daily
- Refrigerated Storage
- Frozen Storage
- Dry Storage
Refrigeration Log Example

HACCP-Based SOPs

Refrigeration Log

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. The foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Location/Unit Description</th>
<th>Date</th>
<th>Time</th>
<th>Temperature</th>
<th>Corrective Action</th>
<th>Food Worker Initials</th>
<th>Manager Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Preparation

- Make sure that food preparation areas are clean and sanitary
- Avoid cross contamination
Cross Contamination

Examples:

• Using the same cutting board to cut raw chicken and vegetables.
• Mopping the floor and then handling a cooking utensil
• Laying a knife onto an un-sanitized counter
• Changing a diaper in an area where food is prepared or served
What Went Wrong?
Prevent Cross Contamination

What’s wrong with this picture?
Cooking Temperatures

- Take internal temperature of food item at end point of cooking.
  - Taken at thickest part of item (usually center)
  - If item is thin, stack several of the items and take temperature

- Record final cooking temperature and the time the temperature was taken.
  - Record on food production record or HACCP log
**Production Log Example**

HACCP-Based SOPs

**Production Log**

**Instructions:** Foodservice employees will record the date, product name, start and end time of production, the two temperature measurements taken, any corrective action taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the log daily. Maintain this log as directed by your state agency.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Product Name</th>
<th>Temp #1</th>
<th>Temp #2</th>
<th>Amount Prepared</th>
<th>Corrective Actions</th>
<th>End Time</th>
<th>Employee Initials</th>
<th>Verified By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cooking Temperatures

- 145°F for 15 seconds
  - Seafood
  - Beef/pork (chops)

- 140°F for 15 seconds
  - Commercially processed ready-to-eat food (i.e. ham, turkey, roast beef)

- 165°F for 15 seconds
  - Poultry Products
  - Reheating Leftovers

- 155°F for 15 seconds
  - Ground products containing beef, fish, or pork
  - Fish nuggets or sticks
  - Eggs

Very important to use temperature as your measure of doneness!
**Time Temperature Danger Zone**

- Temperature range in which disease-causing bacteria grow best and may produce toxins
  - 41°- 140°F
- Goal is to minimize time food is left in this temperature range
Calibrating Thermometers

Calibration:
• Process of ensuring a thermometer gives accurate reading by adjusting it to a known standard.

When to Calibrate Thermometers:
• At least once per week
• When dropped
• When accuracy is in question
• If used to measure extreme temperatures (i.e. oven)
Calibrating Thermometers: Freezing Point

1. Fill large container with crushed ice, add clean tap water until container is full.
   - Mix well
2. Put thermometer stem into ice water so sensing area is completely submerged – wait 30 seconds.
   - Stem should not touch container’s bottom or sides
3. Hold calibration nut securely with wrench and rotate head of thermometer to read 32°F.
## Thermometer Calibration Log

**HACCP-Based SOPs**

Instructions: Foodservice employees will record the calibration temperature and corrective action taken, if applicable, on the Thermometer Calibration Log each a time thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of employee activities during all hours of operation. The foodservice manager will review and initial the log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thermometer Being Calibrated</th>
<th>Temperature Reading</th>
<th>Corrective Action</th>
<th>Initials</th>
<th>Manager Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[USDA Logo]
Holding Food

Purpose:
• Prevent foodborne illness by limiting the amount of time that food is held in the temperature danger zone (41°F to 140°F).

Holding Requirements:
• Hot foods must be held at 140°F or above.
• Cold foods must be held at 41°F or below.
Corrective Actions for Holding Food

Hot Holding

- If food has been in the temperature danger zone for less than 4 hours:
  - Reheat to 165°F for 15 seconds
- Discard if more than 4 hours or time is unknown.

Cold Holding

- If food has been in the temperature danger zone for less than 4 hours:
  - Rapidly cool to below 41°F
- Discard if more than 4 hours or time is unknown.

Document all corrective actions taken!!
Cooling Foods

- Food must be rapidly cooled to below 41°F
  - Goal: Move food through the time temperature danger zone as quickly as possible.
  - Cool from 140°F to 70°F within 2 hours
  - Cool from 70°F to 41°F within the next 4 hours
  - Total cooling period not to exceed 6 hours.
Cooling Foods

Methods to Cool Foods Rapidly:
- Split product into smaller portion sizes
- Use shallow pans – no more than 2 inches deep
- Stir food often to help dissipate heat
- Ice Bath – place container of hot food into a container filled with ice
- Remove the container’s lid while it is in the ice bath
## Cooling Temperature Log Example

### HACCP-Based SOPs

**Cooling Temperature Log**

**Instructions:** Record temperatures every hour during the cooling cycle. Record corrective actions, if applicable. If no foods are cooled on any working day, indicate "No Foods Cooled" in the Food Item column. The foodservice manager will verify that the foodservice staff is cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log daily. Maintain this log for a minimum of 1 year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Food Item</th>
<th>Time/Temp</th>
<th>Time/Temp</th>
<th>Time/Temp</th>
<th>Time/Temp</th>
<th>Time/Temp</th>
<th>Corrective Actions Taken</th>
<th>Initials</th>
<th>Verified By/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

[USDA logo] [FSIS logo]
Reheating Foods

- All potentially hazardous food must be reheated to 165°F within 2 hours.
- Item may only be reheated one time.
- Reheating temperatures/times must be recorded.
Cooking and Reheating Log Example

<table>
<thead>
<tr>
<th>HACCP-Based SOPs</th>
<th>Date and Time</th>
<th>Food Item</th>
<th>Internal Temperature/ Time</th>
<th>Internal Temperature/ Time</th>
<th>Corrective Action Taken</th>
<th>Initials</th>
<th>Verified By/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Serving Safe Foods

Good Serving Practices

- Use clean and sanitized utensils
- Use disposable gloves appropriately
- Hold:
  - Plates by the edge or bottom
  - Cups by the handle or bottom
  - Utensils by the handles
- Keep food at the proper temperature
- Keep the serving area clean and attractive
- Practice good personal hygiene
Proper Method for Tasting Foods

1. Using a clean spoon place a sample of the product into a cup or on a plate.
2. Step away from container of product being tasted and other open food containers.
   • Do NOT sample item leaning over the prepared product.
3. Sample product by tasting with a clean spoon.
4. Discard or clean and sanitize spoons and cup or plate.
   • Do NOT reuse a spoon used for tasting.
Standard Operating Procedures

- Used for sanitation
- Used to verify proper temperatures are being observed
- Used to assist in operation consistency
- Used to assist in staff training
HACCP SOPs

- Important aspect of a food safety program
  - Adherence to SOPs helps control and prevent food safety hazards
  - Step-by-step written instructions for routine tasks
  - All SOPs should be customized to the specific needs of your facility
SOP Categories

- Cooking potentially hazardous foods
- Cooling potentially hazardous foods
- Holding hot and cold potentially hazardous foods
- Date marking ready-to-eat, potentially hazardous foods
- Personal hygiene
SOP Categories

- Reheating potentially hazardous foods
- Receiving deliveries
- Storing and using poisonous or toxic chemicals
- Using suitable utensils when handling ready-to-eat foods
- Washing fresh fruits and vegetables
- Washing hands
Structure of an SOP

- Step by step how to
- Corrective action
- Verification and record keeping
- Date implemented
- Date reviewed (by whom?)
- Date revised (by whom?)
Food Safety Records

- HACCP plan
- Employee training logs
- SOPs
- Monitoring/Reviewing logs
- Corrective actions
- Calibration logs
- Receiving logs
- Temperature logs

If you didn’t write it down, it didn’t happen!
Food Safety Plan Monitoring

**Director’s Responsibilities**

- Training staff on SOPs and CCPs
- Ensuring staff know and understand their responsibilities
- Reviewing documentation
- Reviewing and updating the processes
Food Safety Plan Monitoring

Staff Responsibilities

- Following SOPs
- Asking questions when unsure
- Documenting
- Reporting any potentially unsafe practices
How much time is required to implement HACCP?

- HACCP is ongoing
- HACCP must be re-evaluated constantly
The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.