

FOOD SAFETY PLAN

IDENTIFYING HAZARDS

The purpose of the L.U.S.D. Food Service Department Food Safety Program is to ensure the delivery of safe foods to the children in the school meals programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of the food from receiving to service (food flow). Our Food Safety Program will help control food safety hazards that may occur throughout all aspects of food service (receiving, storing, preparing, cooking, cooling, reheating, holding, assembling, packaging, transporting and serving). There are two types of hazards:

1. Specific to the preparation of the food, such as improper cooking for the specific type of food (beef, chicken, eggs, etc.)
2. Nonspecific that affect all foods, such as poor personal hygiene

Specific hazards are controlled by identifying Critical Control Points (CCPs) and implementing measures to control the occurrence or introduction of those hazards. The CCPs are indicated on each recipe and Process Flow Charts posted in each kitchen. **Nonspecific** hazards are controlled by the implementation of Standard Operating Procedures (SOPs). SOPs should be followed for the preparation and service of all menu items. Our Food Safety Program controls both specific and nonspecific hazards and contains SOPs and a written plan for applying the basic HACCP principles.

Standard Operating Procedures (SOPs)

SOPs serve as a basic food safety foundation and they control hazards not outlined specifically in the HACCP plan. For example, soiled and unsanitized surfaces of equipment and utensils should not come into contact with raw or cooked (ready-to-eat) food. Proper procedures to prevent this occurrence are covered in an SOP. An SOP includes instructions on monitoring, documentation, corrective actions and periodic review of the procedures they cover. Adherence to SOPs allows Cafeteria Supervisors, Managers and Assistants to effectively control and prevent hazards. Your Food Safety binder contains the SOPs for your site.

BIOLOGICAL HAZARDS consist of food borne illnesses produced by **bacteria, viruses, parasites, and fungi**. They make up the vast majority of food borne illnesses. A food borne illness is a disease carried to people by food or water.

Bacteria cause the bulk of biological hazards. Bacteria require certain conditions to multiply rapidly. These conditions are referred to as **F.A.T.T.O.M. (Food, Acidity, Time, Temperature, Oxygen, and Moisture)**. Bacteria also prefer foods that are high in protein and full of moisture. Bacteria cause people to become ill by multiplying in our bodies. **Toxins** are poisonous chemicals produced by certain bacteria and certain plants and molds which can lead to illness and death. Some bacteria may survive harsh conditions by forming **spores**. These spore forming bacteria are able to survive cooking to high temperatures, as well as, freezing and drying for years. Bacteria grow best between the temperatures of **41° F - 135° F**, this range is known as the **temperature danger zone**.

Viruses can not eat, and can not reproduce on their own. They require a **host** to help them reproduce. Certain viruses are introduced into us by food (e.g. Hepatitis-A), while other viruses are not introduced

through food (e.g. **HIV** virus). Viruses are best controlled against by cooking of foods, and observing good personal hygiene by food handlers.

Parasites are worms that live in animals and humans. Some are very tiny, while others are substantial in size. **Trichinella Spiralis** is associated with undercooked pork and wild game meats. Trichinella is destroyed by cooking to **145° F for 15 seconds** (155° F for true wild game).

Anisakiasis, associated with fish and sea foods, can be destroyed by proper cooking to **145° F for 15 seconds**, flash freezing to **-31° F for 15 hours**, or freezing below **-4° F for 7 days**.

Fungi are made up of **molds, yeast, and mushrooms**. Some molds and mushrooms are safe to consume while others can be very dangerous due to the toxins they produce. Molds can be destroyed by cooking temperatures of **140° F for 10 minutes**. Molds may only be cut or scraped off the food if the food is naturally produced with that mold as part of the natural processing of that food item, (e.g. Blue cheese).

MICROORGANISMS OF CONCERN-BACTERIA (B) VIRUS (V) PARASITE (P)

Microorganism Name	Source Of	Control Method
Bacillus Cereus (B)	rice and grains	proper cooling techniques
Campylobacter	dairy and poultry	pasteurization & cooking
Escherichia coli O157:H7 (B)	ground & red meats	proper cooking/155°F for 15 sec.
Clostridium Botulinum (B)	swollen & bulging cans	check for dents & bulging
Clostridium Perfringens (B)	beans & vegetables	wash properly, proper cooling
Giardia (B)	unsanitary water	use potable water source
Listeria Monocytogenes (B)	deli meats & vegetables	wash vegetables thoroughly
Ciguatera poisoning (B)	tropical fish, i.e. snapper	reputable supplier source
Salmonella Enteritidis (B)	poultry & eggs	proper cooking temperatures
Shigella Dysenteriae	polluted water & ice	personal hygiene, doctor's clearance
Staphylococcus Aureus (B)	saliva, pimples, cuts	personal hygiene, temp. abuse
Tuberculosis (B)	coughing, talking	isolate & get person checked
Hepatitis A (V)	people, fecal to oral	personal hygiene after restroom use
Norwalk Virus (V)	people, fecal to oral	personal hygiene after restroom use
Anisakiasis (P)	fish and sea foods	cooking and freezing techniques
Trichinella Spiralis (P)	pork	proper cooking to 145°F for 15 sec.

Minimum Temperatures and Holding Times

165°F (15 seconds)

- Poultry-chicken, turkey, - whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish, pasta dishes
- Leftovers (to reheat).
- Food, covered, cooked in microwave oven (hold covered 2 minutes after removal).

155°F (15 seconds)

- Hamburger, and other ground and red meat products, ground fish, ground pork sausage.
- Fresh shell eggs- cooked and held for service (such as scrambled)

145°F (15 seconds)

- Beef, corned beef, pork, ham – roasts (hold 4 minutes)
- Beef, lamb, veal, pork – steaks or chops
- Fish, shellfish
- Fresh shell eggs – broken, cooked and served immediately
- Ham, other roasts – processed, fully-cooked (to reheat)
- Fruits and vegetables.
- Canned refried beans.

All products are to be cooked for a minimum of 15 seconds, internal temperature

See the following SOPs:

Receiving Deliveries

Date Marking Ready-to-Eat, Potentially Hazardous Food

Handling a Food Recall

Washing Fruits and Vegetables

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

Cooking Potentially Hazardous Foods

Controlling Time and Temperature during Preparation

Holding Hot and Cold Potentially Hazardous Foods

Preventing Cross-Contamination during Storage and Preparation

Transporting Food to Remote Sites (Satellite)

Serving Food

Preventing Contamination at Food Bars

Using Suitable Utensils When Handling Ready-to-Eat Foods

Cooling Potentially Hazardous Foods

Reheating Potentially Hazardous Food

Using and Calibrating Thermometers

Cleaning and Sanitizing Food Contact Surfaces

Personal Hygiene

Washing Hands

CHEMICAL HAZARDS: Consists of four main hazards. The symptoms for chemical hazards generally occur immediately.

Metal poisoning: Copper, galvanized metals, zinc, brass, and antimony, especially when used with high acidic types of food.

Insecticides and Pesticides: As part of the Integrated Pest Management (IPM) system, we should be careful to use only FDA approved chemicals. All fresh fruit and vegetables should be washed (see Washing Fruit and Vegetables SOP).

Detergents and Sanitizers: Detergent soaps are generally used to make equipment and utensils clean, visible to our eyes. Sanitizers are for the purpose of destroying bacteria and viruses which can not be seen.

Proper sanitation requires 99.99% of all micro-organisms to be destroyed. Sanitizer concentrations are checked using paper Test-Kits.

See the following SOPs:

Receiving Deliveries

Handling a Food Recall

Storing and Using Poisonous or Toxic Chemicals

Washing Fruits and Vegetables

Preventing Cross-Contamination during Storage and Preparation

Using Suitable Utensils when Handling Ready-to-Eat Foods

Cleaning and Sanitizing Food Contact Surfaces

Washing Hands

PHYSICAL HAZARDS: Physical objects which accidentally fall into foods that can lodge and cause physical pain. Broken glass, tooth picks, metal shavings, broken fingernails, and bulletin board pins are some examples.

See the following SOPs:

Receiving Deliveries

Handling a Food Recall

Preventing Cross-Contamination during Storage and Preparation

Serving Food

Preventing Contamination at Food Bars

Personal Hygiene

Washing Hands

Our Food Safety Program controls both specific and nonspecific hazards and contains SOPs and a written plan for applying the basic HACCP principles.

FOOD PREPARATION ACTION PLAN

Categorizing Menu Items and Identifying Control Measures and Critical Control Points (CCPs):

The monthly menu is posted in each kitchen. Each menu item, available for service, is listed in this Food Safety Program in the **Menu Items by Process** section of the Food Safety binder. When new menu items are added, the list is updated. Each item is evaluated by the Nutrition Analyst to determine which of the three processes is applicable and to identify the appropriate control measures and critical control points (CCPs). Once the determination is made for each menu item, the Cafeteria Supervisor or Cafeteria Manager will make the rest of the foodservice staff aware of the menu items and applicable process and control measures. The updated Menu Items by Process list will be kept in the appropriate recipe binder. In addition, the monthly menus, recipes and product directions, are kept in a binder(s) in the Site Kitchen.

Staff:

- All foodservice personnel will be given an overview of the Process Approach to Food Safety after being hired and before handling food.
- Any substitute foodservice 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.
- Periodic refresher training for employees will be provided annually.
- An easily accessible copy of an explanation of the Process Approach taken from the USDA HACCP guidance document is available in the Food Safety binder.

Our food safety plan has classified food preparation into three broad categories. These categories are based on the number of times a menu item makes a complete trip through the temperature danger zone (Fig. 1). Your site has a Standardized Recipe binder and each menu item has been assigned to one of the following three processes:

Process #1- No Cook

The menu item does not go completely through the danger zone in either direction.

Process #2-Same Day Service

The menu item takes one complete trip through the danger zone (going up during cooking) and is served.

Process #3-Complex Food Preparation

The menu item goes through both heating and cooling, taking two or more complete trips through the danger zone.

MENU ITEMS BY PROCESS

Process 1 –NO COOK

Keep food below 41° F

Control measures

CCP:

- Cold holding-Critical limit is 41° F or below

SOP:

- Personal Hygiene
- Washing Fresh Fruits and Vegetables
- Limiting time in the danger zone to inhibit bacterial growth and toxin production (e.g., holding at room temperature for 4 hours and then discarding)
- Verifying receiving temperatures of food
- Date marking of ready-to-eat food

Process 2-COOK and SAME DAY SERVE

Cook to Correct Temperature. Serve and hold at 135° F or above.

Control Measures

CCP:

- Cooking to destroy bacteria and other pathogens (See Thermy Diagram, Fig. 4).

SOP:

- Hot holding or limiting time in the danger zone to prevent the outgrowth of spore-forming bacteria.

Process 3-COOK, COOL, REHEAT, SERVE

Limit Time in the Danger Zone (41°F-135°F)

Control Measures

CCP:

- Cooking to destroy bacteria and other pathogens (See Thermy Diagram, Fig. 4).
- Reheating for hot holding, if applicable

SOP:

- Cooling to prevent the outgrowth of spore-forming bacteria
- Hot and cold holding or limiting time in the danger zone to inhibit bacterial growth and toxin formation

Process 1: NO COOK

Example: Fruit Salad

RECEIVE

Control Measures: Known Source, Receiving Temperatures



STORE

Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



PREPARE

Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



CCP: COLD HOLDING

Critical Limit: Hold at 41°F or Below.*
Check and record temperatures.



SERVE

Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal Hygiene, Restrict Ill Employees



Thermometer icon means that taking a temperature is necessary.

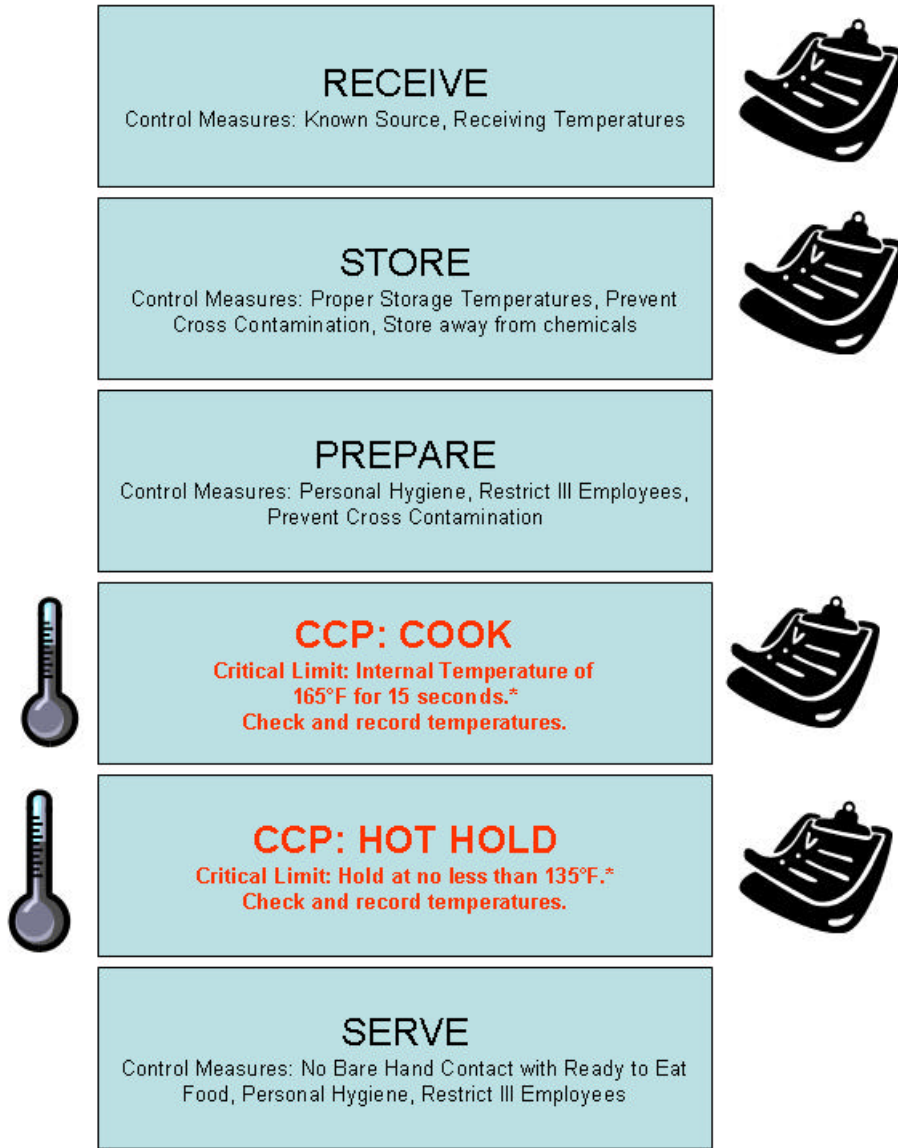


Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

Process 2: SAME DAY SERVICE

Example: Baked Chicken



Thermometer icon means that taking a temperature is necessary.



Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2993 in the Supplement to the 2001 Food Code).

Process 3: Complex Food Preparation

Example: Beef and Bean Tamale Pie

RECEIVE
Control Measures: Known Source, Receiving Temperatures



STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



CCP: COOK
Critical Limit: Cook to 165°F for at least 15 seconds.*
Check and record temperatures.



CCP: COOL
Critical Limit: Cool to 70°F within 2 hours and from 70°F to 41°F or lower within an additional 4 hours.*
Check and record temperatures.



CCP: REHEAT
Critical Limit: Heat to 165°F for at least 15 seconds.*
Check and record temperatures.



CCP: HOT HOLD
Critical Limit: Hold for hot service at 135°F or higher.*
Check and record temperatures.



SERVE
Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal Hygiene, Restrict Ill Employees



Thermometer icon means that taking a temperature is necessary.



Clipboard icon means recording data is necessary.

*From the 2001 FDA Food Code (as amended August 29, 2003 in the Supplement to the 2001 Food Code).

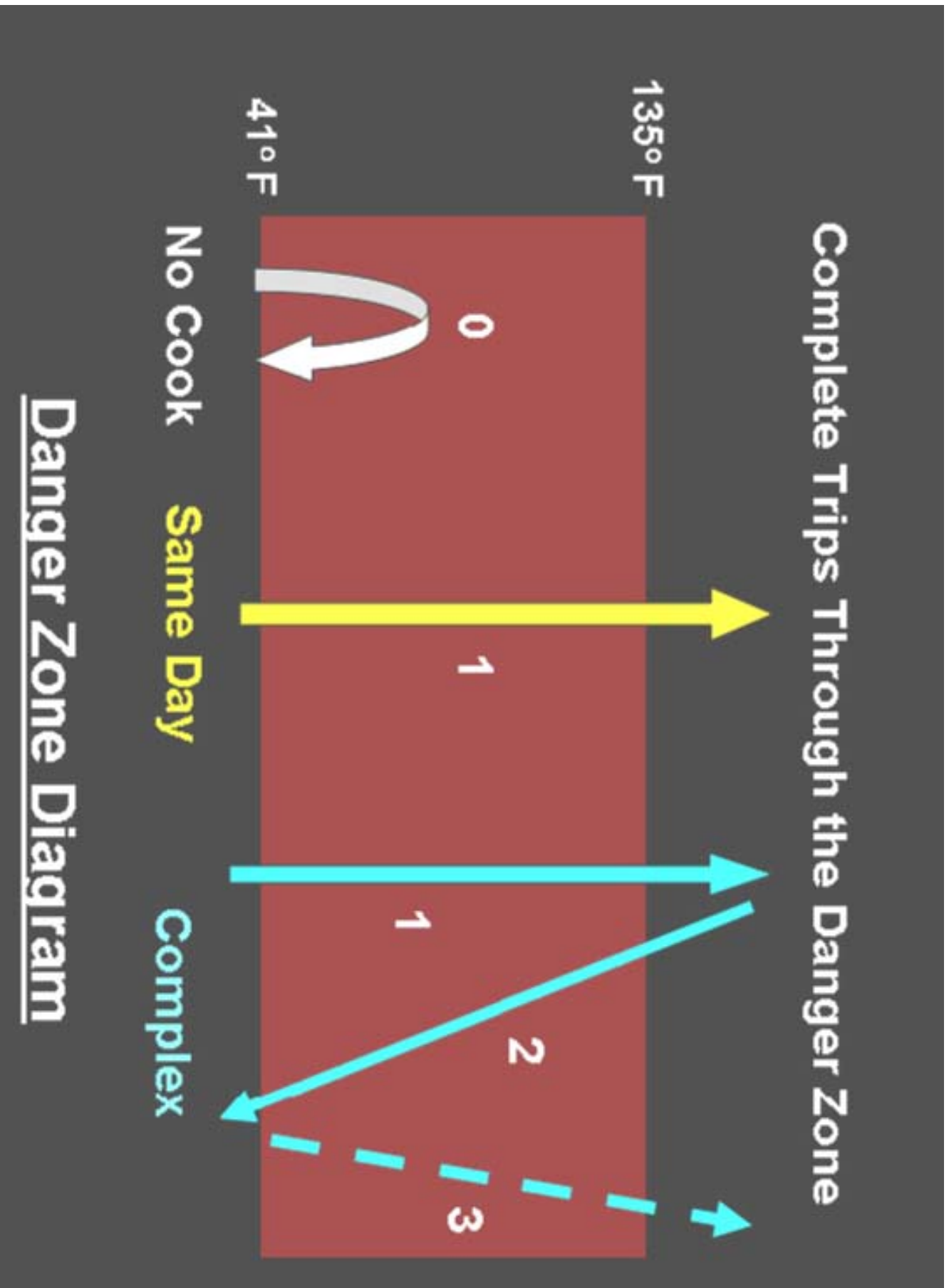


Fig. 1

RECORDKEEPING

DOCUMENTATION (RECORDS)

DOCUMENTATION SCHEDULE

Monthly Food Safety Log Checklist	Monthly
Food Production Records	Daily
Daily Cooking, Reheating and Holding Log	Daily
Production (Prep)Time Log	Daily
Damage or Discarded Product Log	As necessary
Daily meal count & Transport Record (Transport Sites Only)	Daily
Cooling Log	As necessary
Date Marking Log	Daily
Equipment Temperature Records	
Refrigeration Log Sheet	Daily
High Temp Dish Machine Log	Daily
Low Temp Dish Machine Log	Daily
3 Compartment Sink Log	Daily
Warmer Equipment Log	Daily
Thermometer Calibration	Weekly (Minimum)
Review Records	Monthly
Food Safety Checklist	Each Delivery
Receiving Record** (invoice)	Weekly
Cleaning Schedule	On-Going
Training Logs	As Necessary
Corrective Action Record	As Necessary

Send all logs into the Food Service Office at the end of the month with Menu Production Worksheets.

** Record the temperature of refrigerated foods on the delivery invoice. Invoices must be sent into the Food Service Office at least once a week and on the last day of the month.

Staff Responsibility:

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the Cafeteria Supervisor or Manager will be responsible for making sure that records are being taken and for filing records in the proper place. Records will be kept at the Food Service Office for a period of 3 years.

Recordkeeping Procedure:

- All pertinent information on critical control points, time, temperature, and corrective actions will be kept in a location accessible to all staff for ease of use.
- All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
- In the case of weekly records, replacement of forms will be on a monthly basis.
- All forms are available at the Food Service Office for order and each school will have the logs available on their computer for printing.
- All completed forms will be filed in the Food Safety file until they are sent into the Food Service Office as indicated above.
- The Cafeteria Supervisor or Manager is responsible for making sure that all forms are updated, available for use, reviewed and initialed, and filed properly after completion.
- The Foodservice Supervisor will review the logs sent into the office.
- The Cafeteria Supervisor or Manager is also responsible for educating all Cafeteria Assistants on the use and importance of recording critical information.

- All recordkeeping logs used in the facility should be filed with the description of the Food Safety Program.

MONITORING

Cafeteria Supervisor and Cafeteria Manager Responsibilities:

- The Cafeteria Supervisor or Manager at each site will be responsible for ensuring assigned foodservice staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
- The Cafeteria Supervisor or Manager will be responsible for monitoring the overall performance of Standard Operating Procedures. (Specific details regarding monitoring are addressed in each SOP).
- Monitoring will be a constant consideration. However, the Cafeteria Supervisor or Manager will use the Food Safety Checklist to formally monitor foodservice staff at least once per month.
- Food Service Supervisors will use the Food Safety Checklist to monitor annually.

Foodservice Staff Responsibilities:

- Foodservice staff is responsible for monitoring individual critical control points (CCPs) in the handling and preparation of food.
- Foodservice staff is responsible for monitoring control points as defined in the Standard Operating Procedures (SOPs).

CORRECTIVE ACTIONS

Documenting Corrective Actions:

- The Foodservice Director and Food Service Supervisors are responsible for developing predetermined corrective actions for the most common deviations from control measures including Critical Control Points (CCPs) and Standard Operating Procedures (SOPs).
- The Foodservice Director and food Service Supervisors review and update corrective actions at least annually. Corrective actions for all SOPs are outlined in the written SOPs
- Foodservice staff is responsible for documenting any corrective actions taken while handling and preparing food as well as any actions taken while performing SOPs.
- Cafeteria Supervisors and Managers are responsible for monitoring that corrective actions are being recorded and performed properly.
- Corrective actions may be found in the Corrective Action Summary and Standard Operating Procedures.
- Examples of corrective actions include:
 - 1.Reheating food to 165°F for 15 seconds
 - 2.Discarding foods
 - 3.Repairing equipment

Summary of Corrective Actions for HACCP-Based SOPs	
SOP	Corrective Action
Cleaning and Sanitizing Food Contact Surfaces	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food-contact

	<p>surfaces that have not been sanitized properly.</p> <ol style="list-style-type: none"> 3. In a 3-compartment sink: <ul style="list-style-type: none"> • Drain and refill compartments periodically and as needed to keep the water clean. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper concentration is achieved. 4. In a dish machine: <ul style="list-style-type: none"> • 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 dish machine, retest by running the machine again. If the appropriate surface 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 dish machine, 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.
<p>Controlling Time and Temperature During Preparation</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked 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.

SOP	Corrective Action
Cooking	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is: <ul style="list-style-type: none"> • Above 70 °F and 2 hours or less into the cooling process; and • Above 41 °F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when food is: <ul style="list-style-type: none"> • Above 70 °F and more than 2 hours into the cooling process; or • Above 41 °F and more than 6 hours into the cooling process. 4. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process. 5. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
 Holding Hot and cold Potentially Hazardous Foods	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods: <ul style="list-style-type: none"> • Reheat the food to 165 °F for 15 seconds if the temperature is found to be 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 food if it cannot be determined how long the food temperature was below 135 °F. 3. For cold foods: <ul style="list-style-type: none"> • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours: <ol style="list-style-type: none"> a. 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. b. Stir the food in a container placed in an ice water bath if ice is available. c. Add ice as an ingredient if ice is available. d. Separate food into smaller or thinner portions 4. Repair or reset holding equipment before returning the food to the unit, if applicable. 5. Discard the food if it cannot be determined how long the food temperature was above 41°F.

SOP	Corrective Action
<p>Preventing Contamination at Food Bars: *Self serve Food bar *Staff served bars</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. (both) 2. Remove and discard contaminated food. (both) 3. Demonstrate to customers how to properly use utensils. (self-serve) 4. Discard the food if it cannot be determined how long the food temperature was above 41°F or below 135°F. (staff served) 5. On Self serve bars discard all left over food unless pre-packaged. 6. Separate foods found improperly stored. (both) 7. Discard ready-to-eat foods that are contaminated by raw eggs, raw meat, or raw poultry. (both)
<p>Personal Hygiene</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard affected food.
<p>Date Marking Ready-to-Eat Potentially Hazardous Food</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the safe time period will be discarded.
<p>Receiving Deliveries</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reject the following: <ul style="list-style-type: none"> • 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 safe temperature zone or deemed unacceptable by the established rejection policy on the SOP.
<p>Reheating Potentially Hazardous Foods</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

SOP	Corrective Action
Serving Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Replace improperly handled plates, cups, or utensils. 3. 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.
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in the SOP. <p>Discard any food contaminated by chemicals.</p> <ol style="list-style-type: none"> 2. Label and properly store any unlabeled or misplaced chemicals.
Transporting Foods to remote sites (Satellites)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat food to 165°F for 15 seconds if the internal temperature of hot food is less than 135°F. Refer to the Reheating Potentially Hazardous foods SOP. 3. Cool food to 41°F or below, using a proper cooling procedure if the internal temperature of cold food is greater than 41°F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food. 4. Discard foods held in the danger zone for greater than 4 hours. 5. Hot foods arriving at the satellite site below 135°F must be returned to the production kitchen, reheated to 165°F for 15 seconds and re-transported. The total initial loading time to serving time may not exceed 4 hours. 6. Reset or repair the holding equipment before returning food to holding unit, if applicable.
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in the SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated. 4. Retrain employees who are using or calibrating food thermometers improperly.
SOP	Corrective Action

Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> 1. Employees observed touching ready-to-eat food with unwashed hands will be retrained at the time of the incident. 2. Any foods contaminated with unwashed hands or utensils will be discarded.
Washing Fruits and Vegetables	<ol style="list-style-type: none"> 1. Unwashed fruits and vegetables will be removed from service and washed immediately before being served. 2. Unlabeled fresh cut items will be labeled and dated. 3. Discard cut melons held after 7 days?
Washing Hands	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately. 3. Retrain employee to ensure proper hand washing procedure.

Training:

- In addition to the corrective actions outlined in the SOPs, foodservice staff will be trained on a continuous basis to take corrective actions when necessary
- Guidance on most common specific corrective actions are listed in the Food Safety binder and posted in an accessible location in the kitchen

REVIEW OF THE SCHOOL FOOD SAFETY PROGRAM

The Foodservice Supervisors and Food Service Director reviews the Food Safety Program at the end of each school year and when any significant changes occur in the operation. The checklist below will be used for review:

1. Documents to review
 - Standard Operating Procedures
 - Food Preparation Process Charts
 - Menu by Process Lists
 - Control Measures in the Process Approach (CCPs and SOPs)
 - Corrective Actions
2. Monitoring record-keeping.
 - The Foodservice Supervisors will choose at random one week of logs from the previous month and review.
 - Food Service Supervisors will also review logs during Food Safety Site Review to be performed annually.

