

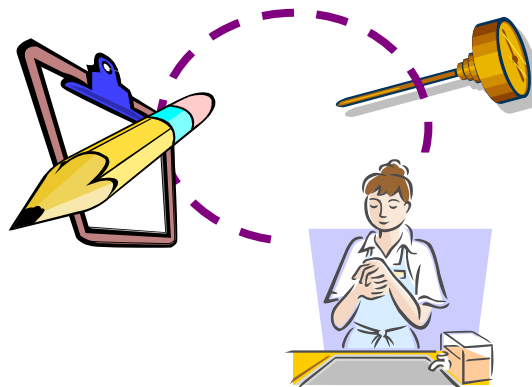


Food Safety Plan

for

Catholic East Elementary

2461 N Murray Avenue
Milwaukee, WI 53211



Based On Process Approach to Hazard Analysis Critical Control Point
(HACCP)
Process 1, 2, and 3 Menu Items

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Food Safety Plan



This food safety plan is based on **USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles** (June 2005) and the Wisconsin Food Code. The school agency may choose to be more restrictive than this code. Note: Updates in the May 2014 version were made in response to release of the June 2013 WI Food Code with changes specific to school food service operations.

Description of this School Facility

1. Name of School Agency: Catholic East Elementary School
2. Name of Serving Site: Catholic East Elementary School
3. Name of Person in Charge at this site: Silvia Rodriguez-Reyes Title: Food Service Coordinator
4. Type of Site:
 - ☒ Production Kitchen
 - ☒ Satellite with no on-site food preparation - food delivered to site is ready-
5. Number of daily meals served/Location of meal service:
 - Breakfast: 157 Where it is served? (Check all that apply) ☐ Lunchroom ☒ Classroom
 - Afterschool Care Snacks: 70 Where it is served? (Check all that apply) ☒ Classroom
 - Lunch: 158 Where it is served? (Check all that apply) ☒ Lunchroom
6. Other food sales Check all that apply: ☒ A la Carte sales
7. Number of food service employees/volunteers working at this site:
 - 0 Full time employee's 3 Part-time employees
 - 0 Adult volunteers 6 Student workers
 - 2 Substitutes ☐ specifically for this site ☒ shared with other sites
8. List of equipment for this site is included in plan on the following page.



Foodservice Equipment Inventory For Food Safety Plan

Directions: Use this form to list the equipment items and number of items at the food service site. Complete a separate inventory for each serving site. Keep completed form with the site's food safety plan.

Type	Quantity
Mixer	<u>1</u>
Food Processor	<u>0</u>
Walk-In Freezer	<u>0</u>
Reach-In Refrigerators	<u>3</u>
Walk-In Cooler	<u>0</u>
Convection Ovens	<u>0</u>
Combination Ovens	<u>0</u>
Microwave	<u>0</u>
Steamer	<u>2</u>
Steam Jacketed Kettle	<u>0</u>
Milk Coolers	<u>0</u>
Heated Holding Cabinets	<u>0</u>
Can Opener	<u>2</u>
Carts (metal)	<u>6</u>
Carts (plastic)	<u>0</u>
Heated Serving Units	<u>0</u>
Tilting Braising Skillet	<u>0</u>
Slicer	<u>1</u>
VCM	<u>0</u>
Dishmachine	<u>1</u>
Handwashing Sinks	<u>2</u>
Clothes Washer	<u>0</u>
Clothes Dryer	<u>0</u>
Other: List below:	



Procedures Followed When Categorizing Menu Items

Recommendations for categorizing menu item as Process 1, Process 2, or Process 3 are listed below. Check those that were followed when developing the food safety plan.

- ☒ Included the menu items for all Food and Nutrition Programs (lunch, breakfast, after school snack, supper, Special Milk, Fresh Fruit & Vegetable).
- ☒ Categorize all menu and a la carte items. Put an * by those items that are Time/Temperature Control for Safety Food (TCS) which replaces Potentially Hazardous Foods (PHF) in the Wisconsin Food Code. TCS includes: cut tomatoes and cut leafy greens (fresh leafy greens whose leaves have been cut, shredded, sliced, chopped, or torn; including lettuce, spinach, cabbage, and kale and not herbs and spices).
- ☒ Abbreviated the number of items on the list by grouping like items (e.g., fresh fruit, canned fruit, heated vegetables, pre-cooked chicken products, pre-packaged snacks). However, those items within a group that are potentially hazardous should be listed separately. An example is listing melon separately from "fresh produce", if these items are used at the site. (Note: WI Food Code limits use of seed sprouts to immune compromised individuals which includes students in elementary grades, 4 year old kindergarten, and pre-kindergarten).
- ☒ Casseroles and other combination dishes are listed separately due to differences in ingredients and how these items are prepared.
- ☒ Due to differences in cooling times, specific menu items are listed in the Process 3 column and not lumped together as "leftovers".
- ☒ Items are listed in only one category. If a heated item is occasionally used as a leftover, then the items should be listed in process 3. *Note: There may be situations that arise (e.g., school is closed due to weather after lunch preparation has begun) that should not change how items are categorized. It would not be necessary to categorize items as process 3 because of an emergency situation. However, such situations should prompt school food service operations to develop a standard operating procedure (SOP) for emergency situations.*
- ☒ A cycle menu is used. The food service manager/director determines the appropriate process category for each menu item when writing this plan and listed all menu items in the table on the following list. When new items are added to the cycle menu, the list is updated by: Food Service Coordinator
- ☒ The menu varies from one period to the next, so the menu items in one month's menu is categorized into the three processes on the chart. Menu items will continually add to the as each monthly menu is reviewed until the list is completed. The responsibility for updating the food safety plan with additional menu items is: Food Service Coordinator
- ☒ A la carte and catering items have also been categorized as process 1, 2 or 3 on the list. N/A ☐

Describe any school specific procedures/modifications, if any, below:



Chart: Menu Items Categorized According to Process 1, 2 or 3

Note: This chart must be completed to list all menu and a la carte items to meet USDA requirements

[illegible]

* Time/Temperature Control for Safety Food (TCS) replaces Potentially Hazardous (PHF). TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation. See definitions of terms, Part 1-2, subpart 1-201 of the WI Food Code for what foods are included and not included.



Identified Control Measures

Process 1 – No Cook

*** Keep Time/Temperature Control for Safety Food (TCS) Below 41°F ***

Critical Control Point(s):

Holding Time/Temperature Control for Safety Food (TCS)*
Critical limit is 41°F or below

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ☒ Hand-Washing (SOP #1)
- ☒ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
- ☒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ☒ Visitors in Food Service (SOP #4)
- ☒ Using and Calibrating of Food Thermometers (SOP #5)
- ☒ Facility and Equipment Maintenance (SOP #6)
- ☒ Approved Food Source (SOP #7)
- ☒ Handling a Food Recall (SOP #8)
- ☒ Receiving Deliveries (SOP #9)
- ☒ Storing Food (SOP #10)
- ☒ Storing and Using Chemicals (SOP #11)
- ☒ Washing & Handling Fresh Fruits and Vegetables (SOP #12)
- ☒ Thawing Time/Temperature Control for Safety Food (TCS)* (SOP #13)
- ☒ Controlling Time and Temperature During Preparation (SOP # 14)
- ☒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ☒ Date Marking (SOP #16)
- ☒ Holding Time/Temperature Control for Safety Food (TCS)* (SOP #17)
- ☒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
- ☒ Serving Food (SOP #19)
- ☒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ☒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ☒ Wiping Cloths (SOP #22)
- ☒ Allergens (SOP #23)
- ☒ Using Time as a Public Health Control for Time/Temperature Control for Safety Food TCS)* (SOP#___)

Note: Plan to use time as a public health control must be approved WI Department of Health Services or the environmental health specialist who conducts food safety inspections. A prototype SOP for schools with an approved plan is posted on the Wisconsin Department of Public Instruction's website at: http://fns.dpi.wi.gov/fns_foodsafety

* Time/Temperature Control for Safety Food (TCS) replaces Potentially Hazardous (PHF). TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation. See definitions of terms, Part 1-2, subpart 1-201 of the WI Food Code for what foods are included and not included.

Identified Control Measures



Process 2 – Heat and Serve Same Day
Heat Time/Temperature Control Food (TCS) to Correct Temperature
***** Hold and serve at 135°F. or above *****

Critical Control Point(s):

Check those Critical Control Points that apply to this school site:

- ☒ Heating Time/Temperature Control for Safety Food (TCS)
- ☒ Reheating Fully Cooked, Commercially Processed Products
- ☒ Holding Time/Temperature Control for Safety Food (TCS)
- ☒ Refer to Temperature Chart for Specific Critical Limits (minimum internal cooking temperatures required for 15 seconds) on page 10. *This chart is posted in food preparation sites (including satellite operations that heat food items). All temperatures meet or exceed the minimum cooking temperatures specified in the Wisconsin Food Code.*
- ☒ Controlling Time and Temperature During Preparation

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ☒ Hand-washing (SOP #1)
- ☒ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
- ☒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ☒ Visitors in Food Service (SOP #4)
- ☒ Using and Calibrating of Food Thermometers (SOP #5)
- ☒ Facility and Equipment Maintenance (SOP #6)
- ☒ Approved Food Source (SOP #7)
- ☒ Handling a Food Recall (SOP #8)
- ☒ Receiving Deliveries (SOP #9)
- ☒ Storing Food (SOP #10)
- ☒ Storing and Using Chemicals (SOP #11)
- ☒ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
- ☒ Thawing Time/Temperature Control for Safety Food (TCS) (SOP #13)
- ☒ Controlling Time and Temperature During Preparation (SOP # 14)
- ☒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ☒ Date Marking (SOP #16)
- ☒ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
- ☒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
- ☒ Serving Food (SOP #19)
- ☒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ☒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ☒ Wiping Cloths (SOP #22)
- ☒ Allergens (SOP #23)

Using Time as a Public Health Control for Time/Temperature Control for Safety Food (TCS) See prototype posted at: http://fns.dpi.wi.gov/fns_foodafety. Must be approved by DHS for specific situations. (SOP #___)

Standard Operating Procedures Specific to Process 2:

Check those SOPs that pertain to this school site:

- ☒ Heating Time/Temperature Control for Safety Food (TCS) (SOP #24)
- ☒ Reheating Fully Cooked, Commercially Processed Products (SOP #25)
- ☒ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
- ☒ Controlling Time and Temperature During Preparation (SOP #14)



Identified Control Measures

Process 3 – Heat, Cool, Reheat, Serve (Complex)

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

Critical Control Point(s):

Check those Critical Control Points that apply to this school site:

- ☒ Heating Time/Temperature Control for Safety Food (TCS) (SOP #24)
- ☒ Reheating Fully Cooked, Commercially Processed Products (SOP #25)
- ☒ Cooling Time/Temperature Control for Safety Food (TCS) (SOP # 26)
- ☒ Reheating Time/Temperature Control for Safety Food (TCS) – Leftovers/Advance Preparation (SOP # 27)
- ☒ Refer to Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds) on page 10. This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by Wisconsin Food Code.

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ☒ Hand-washing (SOP #1)
 - ☒ Food Service Employee Health, Personal Cleanliness & Hygienic Practices (SOP #2)
 - ☒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
 - ☒ Visitors in Food Service (SOP #4)
 - ☒ Using and Calibrating of Food Thermometers (SOP #5)
 - ☒ Facility and Equipment Maintenance (SOP #6)
 - ☒ Approved Food Source (SOP #7)
 - ☒ Handling a Food Recall (SOP #8)
 - ☒ Receiving Deliveries (SOP #9)
 - ☒ Storing Food (SOP #10)
 - ☒ Storing and Using Chemicals (SOP #11)
 - ☒ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
 - ☒ Thawing Time/Temperature Control for Safety Food (TCS) (SOP #13)
 - ☒ Controlling Time and Temperature During Preparation (SOP # 14)
 - ☒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
 - ☒ Date Marking (SOP #16)
 - ☒ Holding Time/Temperature Control for Safety Food (TCS) (SOP #17)
 - ☒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
 - ☒ Serving Food (SOP #19)
 - ☒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
 - ☒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
 - ☒ Wiping Cloths (SOP #22)
 - ☒ Allergens (SOP #23)
 - ☒ Using Time as a Public Health Control in Time/Temperature Control for Safety Food (TCS)
- See prototype posted at: http://fns.dpi.wi.gov/fns_foodsafety. Must be approved by DHS for specific situations. (SOP #___)

Standard Operating Procedures Specific to Process 2:

Check those SOPs that pertain to this school site:

- ☒ Cooking Time/Temperature Control for Safety Food (TCS) (SOP #24)
- ☒ Reheating Fully Cooked, Commercially Processed Products (SOP #25)

Standard Operating Procedures Specific to Process 3:

Check those SOPs that pertain to this school site:

- ☒ Cooling Time/Temperature Control for Safety Food (TCS) (SOP #26)
- ☒ Reheating Time/Temperature Control for Safety Food (TCS) -Leftovers/Items Prepared Prior Day (SOP #27)



PROCESS 1 - Chart

No Cook

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Date Marking, Preventing Cross-Contamination During Storage and Preparation, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

HOLDING Time/Temperature Control for Safety Food (TCS)

CCP: Hold at or Below 41°F. Check and Record Temperatures.

SERVE

Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths



PROCESS 2 - Chart

Heat/Reheat & Serve Same Day

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time & Temperature During Preparation, Preventing Cross-Contamination During Storage and Preparation Date Marking, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED COMMERCIALLY PROCESSED PRODUCTS

CCP: Heat/Reheat Fully Cooked Commercial Products to Minimum Internal Temperatures for at Least 15 Seconds.
Check & Record Temperatures.

HOT HOLD

CCP: Hold Time/Temperature Control for Safety Food (TCS)
At or Above 135°F.
Check & Record Temperatures

SERVE

Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths



PROCESS 3 - Chart

Heat, Cool, Reheat, Serve (Complex)

GENERAL

Hand-washing, Food Service Employee Health, Personal Cleanliness & Hygienic Practices, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall, Allergens

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing & Using Chemicals, Preventing Cross Contamination During Storage and Preparation

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Preventing Cross-Contamination During Storage & Preparation, Date Marking, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED, COMMERCIALY PROCESSED PRODUCTS

CCP: Cook Time/Temperature Control for Safety Food (TCS) to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

COOL

CCP: Cool Time/Temperature Control for Safety Food(TCS) from 135° F to Minimum Internal Temperature of 70°F or Less within 2 Hours & to 41°F or Less within an Additional 4 Hours. Check & Record Temperatures/Develop Cooling Study & SOP for Each Item

REHEAT LEFTOVERS/ITEMS PREPARED ON PRIOR DAY

CCP: Reheat Temperature Control for Safety Food (TCS) to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold Time/Temperature Control for Safety Food (TCS) at or Above 135°F. Check & Record Temperatures.

SERVE

Transporting Food to Remote Site, Holding Time/Temperature Control for Safety Foods (TCS), Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths



Minimum Internal Cooking Temperature Chart

Time/Temperature Control for Safety Food (TCS)

Poultry (Raw)

•Whole	165°F
•Legs, thighs & wings	165°F
•Breasts	165°F
•Ground	165°F

Ground Meats (Raw)..... 155°F

Fish, Beef, Pork, Shell Eggs (Raw)..... 145°F

Commercial Processed, Fully-Cooked Poultry, Meat, Fish
(e.g., ham, roast beef, turkey, chicken)..... 135°F
Unless Specified by Manufacturer

Heated Vegetables & Fruits for Hot Holding 135°F

**Leftovers Containing Time/Temperature Control for Safety
Food (TCS) 165°F**

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

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

* Time/Temperature Control for Safety Food (TCS) replaces Potentially Hazardous (PHF). TCS refers to a food that requires time as well as temperature control to limit pathogenic microorganism growth or toxin formation. See definitions of terms, Part 1-2, subpart 1-201 of the WI Food Code for what foods are included and not included.



Informing Food Service Employees/Volunteers

The food service manager or other designated employee will ensure that all appropriate staff and volunteers are aware of the menu items, the appropriate process category, and the necessary control measures by: *Check those that apply.*

- ☒ Posting the process charts and other instructions in each food service location.
- ☒ Keeping the charts and other instructions in the school's plan (three-ring binder) located at each school.
- ☒ Keeping menus, information and logs with this school's plan in a three-ring binder located in designated place at the site.
- ☒ Keeping a master copy of the plan in directors/manager's office.
- ☒ Providing an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) when hired and before handling food. Ongoing training will be provided per annual training schedule and as needed.
- ☒ Providing appropriate instructions to student workers, volunteers, and/or substitute food service staff on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.
- ☒ Posting job aids, when possible, to assist staff, student workers and/or volunteers with following proper procedures.
- ☒ Other: Describe:



Standard Operating Procedures Index

Note: The prototype Standard Operating Procedures (SOPs) listed below were adapted for use in Wisconsin school agencies. Modifications should be made for each serving site based on school's procedures. The General/Specific to Process 1 SOPs apply to menu items categorized in Process 2 and Process 3, where applicable. The SOPs for menu items in the Process 2 category apply to menu items in the Process 3 category, where applicable. Check those that apply to the serving site.

Reference Number and Title Page No

General/Specific to Menu Items Categorized in Process 1

<input checked="" type="checkbox"/> #1 – Hand-washing	Pages 14-15
<input checked="" type="checkbox"/> #2 – Food Service Employee Health, Personal Cleanliness & Hygienic Practices	Pages 16-18
<input checked="" type="checkbox"/> #3 – No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use	Page 19
<input checked="" type="checkbox"/> #4 – Non-Food Service Staff & Other Visitors in Food Service	Page 20
<input checked="" type="checkbox"/> #5 – Using and Calibrating Food Thermometers	Pages 21-22
<input checked="" type="checkbox"/> #6 – Facility and Equipment Maintenance	Page 23
<input checked="" type="checkbox"/> #7 – Approved Food Source	Page 24
<input checked="" type="checkbox"/> #8 – Handling a Food Recall.....	Page 25
<input checked="" type="checkbox"/> #9 – Receiving Deliveries	Pages 26-27
<input checked="" type="checkbox"/> #10 – Storing Food	Pages 28-29
<input checked="" type="checkbox"/> #11– Storing and Using Chemicals	Page 30
<input checked="" type="checkbox"/> #12 – Washing & and Handling Fresh Fruits and Vegetables.....	Page 31
<input checked="" type="checkbox"/> #13 – Thawing	Page 32
<input checked="" type="checkbox"/> #14 – Controlling Time and Temperature During Preparation	Page 33
<input checked="" type="checkbox"/> #15 – Preventing Cross-Contamination During Storage and Preparation.....	Page 34
<input checked="" type="checkbox"/> #16 – Date Marking	Page 35
<input checked="" type="checkbox"/> #17 – Holding Time/Temperature Control for Food Safety Food (TCS)	Pages 36-37
<input checked="" type="checkbox"/> #18 –Transporting Food to Remote Sites (Satellite Kitchens)	Pages 38-39
<input checked="" type="checkbox"/> #19 – Serving Food	Page 40
<input checked="" type="checkbox"/> #20 – Preventing Cross-Contamination at Food Bars/Self Service.....	Page 41
<input checked="" type="checkbox"/> #21 – Cleaning and Sanitizing Food Contact Surfaces.....	Pages 42-44
<input checked="" type="checkbox"/> #22 – Wiping Cloths.....	Page 45
<input checked="" type="checkbox"/> #23 – Allergens	Page 46
<input type="checkbox"/> — Using Time As Public Health Control for Potentially Hazardous Food (Time/Temperature Control for Safety Food) Must be approved by DHS for specific situations/not allowed for meals or other food provided to elementary & pre-school.	Pages_____

Specific to Menu Items Categorized in Process 2

<input checked="" type="checkbox"/> #24 - Cooking Time/Temperature Control for Safety Food (TCS)	Page 47
<input checked="" type="checkbox"/> #25 - Reheating Fully Cooked, Commercial Processed, Time/Temperature Control Foods (TCS)	Page 48

Specific to Menu Items Categorized in Process 3

<input checked="" type="checkbox"/> #26 – Cooling Time/Temperature for Safety Food (TCS)	Pages 49-50
<input checked="" type="checkbox"/> #27 - Reheating Time/Temperature Control for Safety Food (TCS) Leftovers/Items Prepared Prior Day.....	Page 51



#1 – Hand-washing Standard Operating Procedure

1. Food service employees, volunteers and students workers or other individuals that prepare and/or serve food receive training on hand-washing. Training may include: *Check those that apply.*
☐ viewing a video ☒ a demonstration of proper hand cleaning procedures ☐ other effective training method.
describe:
2. Hand cleaning signs are posted in language (s) understood by all food service staff near all handwashing sinks in food preparation, service areas and in restrooms.
3. Designated handwashing sinks are used for handwashing only. Food preparation, utility, and dishwashing sinks are not used for hand washing. (Note: Handwashing is not allowed in pre-wash sink for new, extensively remodeled, or change of operator food establishments per June 2013 Wisconsin Food Code).
4. Hand washing sinks are supplied with warm running water, soap, and single-use paper towels. Provide a waste container at each hand washing sink. Note: Warm air hand dryers are allowed in restrooms only.
5. Hand washing sinks are accessible anytime employees, volunteers, and student workers are present.
6. Correct hand-washing includes cleaning the backs of hands, palms and forearms, between fingers and under the fingernail using warm water, soap and a fingernail brush. Hands are washed and thoroughly dried :
 - Before starting work.
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped sing-service and single-use items
 - As often as necessary during food preparation to remove soil and contamination and to prevent cross contamination when changing tasks
 - Before putting on or changing gloves for working with food
 - After using the restroom
 - After sneezing, coughing, or using a handkerchief or disposable tissue, using tobacco, eating or drinking
 - After touching hair, face, or body
 - When changing tasks – of special concern is switching from working with raw food and working with ready-to-eat food
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching soiled dishes, equipment, or utensils
 - After handling trash
 - After handling chemicals
 - After touching engaging in other activities that contaminates hands.
7. Food service staff follow proper cleaning procedures as indicated below:
 - Rinse hands and exposed portions of arms under clean, running water (at least 85 °F).
 - Apply an amount of cleaning compound recommended by the cleaning compound manufacturer.
 - Rub together vigorously for at least 10 to 15 seconds while:
 - Paying particular attention to removing soil underneath the fingernails with a fingernail brush during the cleaning procedure.
 - Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and the areas between the fingers.
 - Thoroughly rinse under clean, running warm water.
 - Immediately follow the cleaning procedure with thorough drying using a method as specified in the current Wisconsin Food Code.
 - To avoid recontaminating their hands or surrogate prosthetic devices, employees may use disposable paper towels or similar clean barriers when touching surfaces such as manual operated faucet handles on a handwashing sink or the handles of a restroom door.
8. Follow current Wisconsin Food Code pertaining to hand antiseptic used as a topical application, a hand antiseptic solution used as hand dip, or a hand antiseptic soap. Hand sanitizers are not intended to replace soap in the hand washing process. The Wisconsin Food Code does not require the use of hand sanitizers.

Corrective Action: Employees, volunteers, student workers and others observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands. Need for retraining will be evaluated and provided.



#2 – Employee Health, Personal Cleanliness & Hygienic Practices

Standard Operating Procedure

Employee Health

The person in charge will require food service employees, temporary employees such as substitutes and applicants to report information about their health and activities as they relate to diseases that are transmissible through food. An food service employee or applicant shall report the information in a manner that allows the person in charge to reduce the risk of foodborne disease transmission, including providing necessary additional information, such as the date of onset of symptoms and an illness, or of a diagnosis without symptoms if the food service employee, temporary employee or applicant:

- Has any of the following symptoms:
 - Vomiting
 - Diarrhea
 - Jaundice
 - Sore throat with fever
 - Lesions containing pus such as boil or infected wound that is open or draining and is:
 - on the hand or wrists (unless an impermeable cover such as a finger cot or stall protects the lesion and a single- use glove is worn over the impermeable cover)
 - on exposed portions of the arms (unless the lesion is protected by an impermeable cover)
 - or on other parts of the body (unless the lesion is covered by a dry, durable tight-fitting bandage.
- Has an illness diagnosed by a health practitioner due to:
 - Norovirus
 - Hepatitis A virus
 - Shigella spp.
 - Enterohemorrhagic or Shiga Toxin-Producing Escherichia Coli
 - Salmonella Typhi, or Salmonella spp.

Contact the local health department to obtain a complete list of communicable diseases that can be transmitted through food.

- Has reportable past illness as diagnosed by a health practitioner, within the past 3 months due to Salmonella Typhi, without having received antibiotic therapy, as determine by a health practitioner.
- Has been exposed to, or is the suspected source of, a confirmed disease outbreak, because the food employee or applicant consumed or prepared food implicated in the outbreak, or consumed food at an event prepared by an individual who is infected or ill as specified in the Wisconsin Food Code.
- Has been exposed by attending or working in a setting where there is a confirmed disease outbreak, or living in the same household as, and has knowledge about, an individual who works or attends a setting where there is a confirmed disease outbreak or living in the same household as, and has knowledge of about, an individual diagnosed with an illness caused by specified virus and bacteria, per current Wisconsin Food Code.

#2 – Employee Health, Personal Cleanliness & Hygienic Practices



Standard Operating Procedure, cont.

The designated person in charge will take appropriate action, as specified by the current Wisconsin Food Code, to:

- Notify the local public health agency when an employee is jaundiced or diagnosed with an illness due to specific pathogens stated in Wisconsin Food Code or on public health department list of communicable diseases that are transmitted through food.
- Prohibit an applicant from becoming a food employee if he/she exhibits or reports a symptom, or who reports a diagnosed illness as specified by the Wisconsin Food Code.
- Exclude or restrict food service employees who exhibits or reports certain symptom, or who reports a diagnosed illness or a history of exposure.
- Remove, adjust, or retain, excluded and restricted employee as stated in current Wisconsin Food Code and/or advised by environmental health specialist who conducts health inspections.
- Restrict employees experiencing persistent sneezing, coughing, or a runny nose that caused discharges from eyes, nose, or mouth to work with exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single use articles.
- Apply Wisconsin Food Code reporting, exclusions, restrictions, limitations and removal to volunteers, student workers, teachers, and others who assist with any phase of food preparation, service and clean up. The policy also applies to all visitors, vendors, and those who are on site in official capacity.

Personal Cleanliness & Hygienic Practices

According to this policy, each employee, volunteer, and student worker who handles or serves food is required to:

1. Report to work in clean outer clothing to prevent contamination of food, equipment, utensils, linens, single-service use items. Closed-toe shoes must be worn.
2. Put on clean apron and change it when it becomes soiled.
 - Wear apron only while at work in food service areas (not worn to and from work).
 - Remove apron before using the restroom or going on break.
3. Wear hairnets, hats, scarves, beard nets or other designated hair restraints that are designed and worn to effectively keep hair under control. This does not apply to staff who served wrapped products or meals that present a minimal risk of contamination.
4. Keep hands and exposed portions of arms clean.
5. Clean hands and exposed portions forearms including surrogate prosthetic devices for hands or arms for at least 20 seconds, using a cleaning compound in a handwashing sink that is properly equipped per specifications in the current Wisconsin Food Code. Refer to the Hand-washing Standard Operating Procedure in this food safety plan for further details.
6. Keep fingernails trimmed, filed, and maintained so that the edges and surfaces are cleanable and not rough.
7. Limit jewelry on arms or hands to a plain-banded ring only. Bracelets and other jewelry on arms and hands are not worn when preparing food. Medical alert identification tags are permitted as necklaces.
8. Store personal clothing and personal items in designated location(s) so these items are kept away from food-handling and storage areas. Change clothes only in designated room or area, as specified by the supervisor. The changing areas must be separate from food, clean equipment and linen.
9. Treat and bandage any cut, abrasion, or burn that has broken the skin immediately. Any cuts, wounds or open sores on hands must be completely covered by waterproof bandage. When hands or fingers are bandaged, single-use gloves must be worn. Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves.
10. Eat, drink, or chew gum only in designated areas where the contamination of exposed food clean equipment, utensils, and linens; unwrapped single-service and single-use articles; or other items needing



protection cannot results. Employees may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the container and exposed food; clean equipment, utensils, and linens; and unwrapped single service and single use articles.

11. Refrain from use of any tobacco products, as required by school agency policy.

12. Taste food(s) using the following procedures:

- Place a small amount of food into a separate container.
- Step away from exposed food and food contact surfaces.
- Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting unless washed, rinsed and sanitized.
- Wash hands immediately.

Each food service employee (and others who handle and serve food) will sign the "School Food Service Employee Reporting Agreement" when they begin employment. The signed form will be maintained with the food safety plan or in this designated place: *List where the completed forms will be kept if not with food safety plan*_____.

Corrective Action:

Employees, volunteers, student workers or others who are not in compliance will be asked to review the SOP. The incident will be reported to the supervisor. Immediately exclude or restrict employee per conditions described in item 1 above. Any affected food will be discarded. The environmental health specialist will be contacted to obtain assistance, if needed.



#3 – No Bare Hand Contact When Handling Ready-to-Eat Foods and Proper Glove Use Standard Operating Procedure

1. Bare hands contact is not permitted when handling ready-to-eat foods at any time.
2. Management will provide education and enforcement of no bare hand contact requirement and proper glove use.
3. Suitable utensils/supplies are used when handling ready-to-eat food which may include:
Check those that apply,
 - ☒ Single-use gloves
 - ☒ Deli tissue
 - ☒ Foil wrap
 - ☒ Tongs, spoodles, spoons, and spatulas
4. Use gloves for mixing foods, deli sandwich assembly, prep work, vegetable handling (ready-to eat), covering non-infected hand abrasions and any rashes on hand or forearms.
5. Wash and dry hands before putting on gloves and after discarding gloves.
6. Use only single-use gloves that are food grade, latex free, powder free, and stored and properly dispensed to prevent contamination.
7. Use appropriate size of gloves to ensure proper fit.
8. Ensure gloves are intact, without tears or imperfections.
9. Check gloves to make sure they are intact, without tears or imperfections before use.
10. Discard gloves when they are torn, damaged or soiled.
11. Wash hands after removing gloves.
12. Change gloves whenever an activity or workstation change occurs, or whenever the gloves become contaminated such as:
 - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized.
 - After contacting chemicals.
 - After interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
 - After handling money.
 - After sneezing, coughing, or touching of hair or face.
13. No reuse of gloves after they have been removed.
14. Cover infected area (red, swollen, warm, or pus-forming) on hands with an impermeable cover and wear a single-use glove. Refer to SOP #2 pertaining to employee health for information pertaining to reporting of infections and food protection procedures.

Corrective Action:

Employees, volunteers, student workers, and others involved in food preparation and service observed not following proper procedures will be instructed to review the procedures in the food safety plan. Any food items that have been contaminated by bare hand contact will be discarded. Re-training will be provided, when necessary.



#4 – Non-Food Service Staff & Other Visitors in Food Service

Standard Operating Procedure

Non-food service staff and other visitors in the food preparation, storage, and service areas will be kept to a minimum. Non-food service staff and visitors include school employees, students, sales people, volunteers and those on-site on an official capacity. When non-food service staff and visitors are present, they must adhere to safe food safety practices and safety precautions to protect food and prevent injury.

1. The person in charge will:
 - Limit access by school personnel and other visitors to food preparation, serving and storage areas as part of the school agency's food safety and bio-security procedures.
 - Make necessary provisions to protect food for visitors with job functions that require their presence during food preparation and service.
 1. Provide hair restraints to those permitted access in areas where food is being prepared and served.
 2. Ensure that all visitors permitted access to food service areas wash their hands if present during meal preparation and service.
2. Post signs to inform visitors of the following procedures:
 - Approval is needed to access food storage, production and service areas.
 - Location of and proper use of hair restraints.
 - Location of and proper use of hand washing stations.

Corrective Action:

Non-food service employees, students, and other visitors will be notified that approval is needed to access any food preparation and storage areas. Any food items that have been contaminated as a result of unauthorized school staff, students, and other visitors will be discarded. Employee re-training will be provided if non-food service employees, students and other visitor access procedures are not followed.



#5 - Using and Calibrating Food Thermometers

Standard Operating Procedure

1. Food service employees or volunteers receive training on the proper procedures for using and calibrating thermometers used to take internal temperature of food.
2. Appropriate food thermometers, those that measure temperatures from 0 °F (-18 °C) to 220 °F (104 °C) are purchased:
 - Temperatures of individual thin products, such as hamburgers, chicken breasts, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermostat or thermocouple with a thin probe. A digital thermometer with a probe at the tip may also be used. Stacking of items to obtain a temperature reading with bimetallic, dial-faced stem thermometers will not provide an accurate reading of the internal temperature of the product so this procedure is not permitted.
 - Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, assure the thermometer is inserted in food at least 1 ½ inches above the tip. Place thermometer in thickest part, away from bones and fat.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven. Do not use liquid-filled glass thermometers to probe products.
 - Infrared non-contact thermometers give surface temperatures and should not be used when determining the heated temperature of a food items.
3. Record results on daily production plan.
4. Food thermometers are in easy access to food service employees or volunteers during all hours of operation. Several thermometers are available in case of breakage, loss, damage, and for multiple use.
5. Thermometers are cleaned and sanitized after each use by:
 - Washing probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
 - Rinsing probe of thermometer with lean, warm water.
 - Sanitizing probe of thermometer with sanitizing solution approved for food contact surfaces or with alcohol swab.
 - Air drying thermometer to minimize the risk of re-contamination.
6. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
7. Use proper method to verify the accuracy of food thermometers.
 - ☒ Calibrate using ice-point method:
 - a. Fill an insulated container, such as a wide mouth “thermos” bottle with a mixture of crushed ice and water.
 - b. The container must have crushed ice throughout to provide an environment of 32° F., so pack more ice into the container during the calibration process.
 - c. When mixture of the water has stabilized after four or five minutes, insert thermometer to be calibrated to the appropriate immersion depth.
 - d. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid inaccurate reading.
 - e. If thermometer is not accurate within ± 2 of 32 °F., adjust the temperature accordingly. Manufacturer’s instructions will specify how to recalibrate the particular thermometer.
 - ☒ Calibrate using boiling-point method:
 - a. After the water in the container has reached a complete “rolling” boil, insert the instrument to the appropriate depth.
 - b. Allow the temperature reading to stabilize before reading temperature. Reading should be 212 °F (± 2 °F). If not, calibrate to this temperature as directed by manufacturer.



8. Appropriately re-calibrate thermometers to the correct temperatures.
 - a. Bimetallic, stemmed, dial-faced thermometer - adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
 - b. Digital thermometer with a reset button - adjust the thermometer according to manufacturer's instructions.
9. Discard inaccurate thermometer that cannot be adjusted.
10. Check the accuracy of the food thermometers:
 - o At regular intervals (at least once every two weeks).
 - o If dropped.
 - o Whenever accuracy is in question.

Monitoring and Recordkeeping:

Keep calibration logs to document that thermometers are calibrated for: ☐ Minimum required by federal regulation (a period of six months following a month's temperature records) or ☒ One school year from the date of the second annual food safety inspection (DPI recommendation).

Corrective Action:

Person in charge will visually observe that thermometers are being used and calibrated correctly during all hours of operation.

1. Retrain any food service employee/volunteer found not following the procedures in this SOP.
2. Retrain employees/volunteers who are improperly using or improperly calibrating food thermometers.



#6 – Facility and Equipment Maintenance Standard Operating Procedure

Designated person in charge will:

1. Monitor the maintenance of rest room facilities used by school food service personnel, volunteers, and/or student workers so that they function properly and are cleaned daily.
2. Check the supply of liquid soap and disposable towels so that these items available at all times. Replenish as needed.
3. Monitor storage of food waste and rubbish in rodent and insect-proof containers with tight fitting lids.
4. Verify that equipment is in good working order and notify manufacturer's representative when there are problems or questions about equipment functions.
5. Monitor water temperature to ensure that hot water is 85° F or above.
6. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
7. Contract with manufacturer's representative and/or equipment repair company to schedule annual preventive maintenance for equipment.
8. Log all preventative maintenance.
9. Follow up on any equipment issues as needs arise or recommendations made during food safety inspections.

Employees/volunteers will:

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

Corrective Action:

Equipment breakdown and maintenance problems that occur will be reported to person in charge. Necessary work order will be developed, if applicable. Manufacturer representative will be contact for equipment repair. Documentation will be maintained to show appropriate corrective action was taken. Written facility/equipment improvement plans to follow up on recommendations made during food safety inspections will be maintained with copy of food safety inspections.



#7 – Approved Food Source Standard Operating Procedure

Food items purchased or donated are from approved source, per Wisconsin Food Code and best practices:

1. Assure that all meat, fish and poultry come from approved food source (U.S. Department of Agriculture inspected facility).
2. Accept packaged and processed foods from suppliers who receive their products from licensed and reputable commercial processors.
3. Use only pasteurized processed eggs products.
4. Do not purchase or accept as donations:
 - Raw seed sprouts (that will be served to pre-school children or elderly).
 - Home canned or other items that are not commercially canned products
 - Unlabeled packaged or canned products.
 - “Salvaged” foods available from a food pantry or agency that sells salvaged items to nonprofit schools.
5. Use only pasteurized apple juice and cider for service to children.
6. Develop written specifications for potentially hazardous food that include food safety provisions (e.g., milk delivered in clean cartons and cases, bread products delivered on clean racks).
7. Request that suppliers provide written letter to indicate that they follow a HACCP program. Maintain copy of this documentation on file with food safety plan.
8. Develop and follow a protocol for accepting donations of locally grown products so all items are wholesome, at peak of freshness, unblemished and free of pests.
9. Develop and follow a protocol for purchasing and receiving local produce and/or other locally available products to minimize risks of items carrying potentially hazardous organisms.
10. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

Corrective Action:

Reject deliveries and donations of food that do not meet specifications. Person in charge or designated food service employee/volunteer will record the name of the food items, source, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs, invoices or other documentation for the current and the prior school year to meet USDA food safety regulations.



#8 - Handling a Food Recall

Standard Operating Procedure

1. Person in charge is informed about proper procedures for handling a food recall.
 - Review the food recall notice and specific instructions that have been identified in the notice.
 - Share information with appropriate food service staff and volunteers.
 - Identify and record whether any of the product was received by the school, locate the food recall product at this site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
 - Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
 - Mark recalled product in intact packaging with “Do Not Use” and “Do Not Discard.”
 - Inform the staff and volunteers of the location of the product and not to use it until further notice.
2. Authorized representative will inform the public relations coordinator of the recalled product, if applicable.
3. Authorized representative and/or person in charge will conduct inventory of recalled products located at all on-school premises and off-site storage location and submit information, per instructions received from the state agency and/or manufacturer involved in recall.
4. Authorized representative and/or person in charge will follow up when additional instructions are sent regarding disposal and/or pick up of recalled products.
5. All documentation related to recall will be kept for 5 years from the date the recall actions were concluded. These records include:
 - Recall notice
 - Records of how food product was returned or discarded
 - Reimbursable costs
 - Public notice and media communications

Monitoring and Recordkeeping:

Person in charge or designated food service employee/volunteer will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged / Discarded Product Log or invoice.

Maintain the Damaged/Discarded Product Logs, invoices or other documentation for: ☐ Minimum required by federal regulation (a period of six months following a month's temperature records) or ☒ One school year from the date of the second annual food safety inspection (DPI recommendation).

Corrective Action:

Provide necessary training if food service staff/volunteers fail to follow the procedures or document how recall was handled.

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall*. University, MS: Author.



#9 - Receiving Deliveries

Standard Operating Procedure

1. Person in charge or designee who accepts items is informed about receiving procedures.
2. Delivery time negotiated with supplier allows for items to be checked in and/or to set up an alternate check in procedure with the delivery person.
3. Delivery schedule is posted and it includes the names of vendors, days and times of deliveries, and the invoice.
4. A rejection policy has been established to ensure accurate, timely, consistent, and effective refusal/return of rejected goods.
5. Items that are rejected are noted on invoice or packing slip.
6. Sufficient space is provided in the freezer, refrigeration, dry store areas, and receiving areas in anticipation of a delivery to facilitate storage of food items in a timely manner.
7. Tools needed to check in deliveries are kept in specific location near the receiving area. These tools include: invoice or purchase orders, temperature logs, calibrated thermometers/infrared thermometers, pens, flashlights, and clean loading carts.
8. Ready-to-eat foods are not handled with bare hands.
9. A code has been established and used so items are rotated on first-in, first-out basis.
10. Delivery trucks are inspected at least once at start of the school year to ensure that they are clean, free of putrid odors, and organized to prevent cross-contamination. Trucks are re-inspected on a routine basis if there are product issues.
11. Verification is obtained to ensure that the driver monitors the interior temperature of refrigerated trucks.
12. Vendor name is confirmed before accepting delivery.
13. Delivery invoices are compared with product order records and inconsistencies are brought to the attention of the driver and/or vendor representative.
14. Delivery invoice are compared with actual products that are dropped off and inconsistencies are brought to the attention of the driver and/or vendor representative.
15. Procedures are in place to verify that:
 - Refrigerated foods (such as milk) are delivered on a refrigerated truck.
 - Delivery vehicle is clean and there is no chemicals transported with the food.
 - Frozen food are frozen solid, and do not show signs of thawing and refreezing. (Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquid in the package.) In addition, the items are free of freezer burn and show of temperature abuse.
 - The temperature of the time & temperature control for safety (TCS) food that must be refrigerated are checked by using a clean, calibrated thermometer or an infrared thermometer on sample number of items. If the infrared thermometer reveals that the surface temperature is above 41 °F., the actual temperature of the sample products are taken. For packaged products including cartons of milk, the thermometer is inserted between two items without puncturing the wrapper.
 - All products are labeled with the name and address of the manufacturer.



#9 - Receiving Deliveries, cont.

- Products are within the “use by” date, if found on the package.
- Food packaging is intact. There are no rips, dents, or leakage.
- Cans are not dented, leaking, swollen, rusted or have flawed seams.
- Crates and other shipping containers are clean.

16. Temperature of sampled food items are noted on ☐ the invoice ☐ temperature log.

17. Foods are transferred to their appropriate storage locations as quickly as possible.

CORRECTIVE ACTION:

Reject the following:

- a. Frozen foods with signs of thawing
- b. Refrigerated foods that are at an internal temperature above 41°F.
- c. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
- d. Punctured or damaged packages.
- e. Product without proper labels
- f. Use by dates that have passed
- g. Items delivered in vehicle with dirty interior or vehicle that contains chemicals.
- h. Items delivered in dirty crates or pallets.

Monitoring and Record Keeping:

Record the temperature and on the ☒ delivery invoice ☐ receiving log. Indicate what products have been rejected and the reason for the rejection on the log and/or delivery invoice. Invoices/logs will be maintained with other records for: ☐ Minimum required by federal regulation (a period of six months following a month's temperature records) or ☒ One school year from the date of the second annual food safety inspection (DPI recommendation).




#10- Storing Food

Standard Operating Procedure

Employees who will be receiving and storing food maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
 - 41°F or lower – refrigerator temperatures
 - 0°F or below – freezer temperatures
 - 50° to 70°F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
 - Refrigerated foods
Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
 - Prepared or ready-to-eat foods (top shelf)
 - Fish and seafood items
 - Whole cuts of raw beef
 - Whole cuts of raw pork
 - Ground or processed meats
 - Raw poultry


(bottom)
 - Frozen foods
 - Dry foods
3. Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Make sure items are dated with receiving date and/or use-by date.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.

Storeroom sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the maintenance or the person in charge.



#10- Storing Food, cont.

Temperature Control:

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
 - Refrigerator temperatures should be between 36 and 41°F.
 - Freezer temperatures should be between -10 and 0°F.
 - Storeroom (dry storage) temperatures should be between 50 and 70°F.
2. Record cold storage unit temperatures on the appropriate temperature log.
3. Notify designated person immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

Monitoring and Recordkeeping:

1. Designated person will keep logs for all cold storage units. All corrective action will be noted on temperature logs.
2. Temperature logs will be reviewed by person in charge to make sure there are no temperature deviations and necessary corrective action was taken.
3. Follow up on all reported problems.
4. Monitoring logs will be kept: ☐ Minimum required by federal regulation (a period of six months following a month's temperature records) or ☒ One school year from the date of the second annual food safety inspection (DPI recommendation).

Corrective Action:

Discard any potentially (Time/Temperature Control for Safety Food) stored at conditions that render the product unsafe to eat. Re-train employees or volunteers.



#11- Storing and Using Chemicals

Standard Operating Procedure

1. Training is provided to employees and volunteers on proper use and storage of chemicals and on the proper use of chemical test kits and first aid as specified in this procedure.
2. A location for storing of Material Safety Data Sheets (MSDS) is designated and employees/volunteers are informed of that designated location.
3. Containers with chemicals are labeled with common name of the substance and the date item was received.
4. All chemicals are stored in designated secured area away from and below food and food contact surfaces using spacing, separate shelves or partitioning.
5. Only chemicals that are necessary to the operation and maintenance of the food service are stored.
6. Cleaners and sanitizers, including dish washing detergent, are never mixed with another chemical to prevent adverse chemical action that may result in injury or death.
7. Sanitizers used in food service are currently approved by WI Department of Health and Family Services.
8. Sanitizing solutions are mixed, tested, and used as recommended by the manufacturer or state sanitarian/local agent conducting food safety inspections.
9. The appropriate chemical test kit is used to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
10. Chemicals are stored in appropriate containers and the storage location is away from food or food contact surfaces.
11. Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.
12. Caustic chemicals (e.g., delimer, oven cleaner) are stored separately to minimize dangerous chemical reactions.
13. Bleach and ammonia are stored separate from each other.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Remove chemicals that are no longer used in food service.



#12 - Washing and Handling Fresh Fruits/Vegetables

Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food are trained how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure. Refer to “Hand-washing” SOP (#1).
3. Note if packaged fruits and vegetables are labeled as being previously washed and ready-to-eat are not required to be washed. Do not wash to limit contamination
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with washed produce, such as cutting boards, knives, and sinks.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water.
7. Scrub the surface of firm fruits or vegetables such as apples, melons or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut fruits and vegetables.
10. Serve cut melons within 7 days when held at 41 °F or below. Refer to “Date Marking” SOP (#16).
11. Use disposable gloves to prevent bare hand contact with ready-to-eat fresh fruits and vegetables that will not be cooked. Refer to “No Bare Hand Contact When Handling Ready-to-Eat Foods” SOP (#3).

Corrective Action:

Re-wash items that will were not properly cleaned or if any ready-to-eat items were touched with bare hands.
Discard cut melons that were not properly labeled, dated and/or refrigerated.



#13 – Thawing Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

Employees/volunteers thawing foods will:

1. Use one of four acceptable methods for thawing time/temperature control for safety food (TCS):
 - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
 - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
 - Thaw the product in the microwave if product will be cooked immediately.
 - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
3. Refrain from thawing time & temperature control/potentially hazardous foods or allowing these items to remain at room temperature prior to heating.
4. Do not refreeze thawed foods, unless they are first cooked or processed.

The person in charge will:

1. Review thawing procedures to assure proper procedures are followed.
2. Take corrective action as necessary.

Corrective Action:

Discard any product that is improperly thawed and any ready-to-eat food items that are contaminated during thawing process.



#14 – Controlling Time and Temperature During Preparation

Standard Operating Procedure

1. Food service employees and volunteers receive training on the proper procedures for controlling time and temperature during preparation.
2. Clean, sanitized, and calibrated probe thermometer is used to take temperatures during preparation. Refer to the “Using and Calibrating Food Thermometers” SOP (#5).
3. Wash hands prior to preparing foods. Refer to the “Hand-washing” SOP (#1).
4. Use clean and sanitized equipment and utensils while preparing food.
5. 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 (#15).
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Thaw food items following proper procedures. Refer to “Thawing Time & Temperature Control Food (TCS)” SOP (#13)
8. Prepare foods as close to serving times as the menu will allow.
9. Prepare food in batch amounts to 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.
10. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
11. If time & temperature control/potentially hazardous foods are not served immediately after preparation, quickly chill. Refer to the “Cooling Time/Temperature Control for Safety Food (TCS) SOP (#26).
12. Reheat Time/Temperature Control for Safety Food (TCS) to 165 degrees F. if an item is heated and then cooled. Refer to “Reheating Time/Temperature Control for Safety Food - Leftovers/Items Prepared On Prior Day” SOP (#27).

Corrective Action:

Discard any product that has been temperature abused to ensure food quality and safety. Provide necessary training if employees or volunteers are not following proper procedures to control time and temperature.



#15- Preventing Cross-Contamination During Storage and Preparation

Standard Operating Procedure

1. Food service employees and volunteers receive instructions on procedures to prevent cross-contamination during storage and preparation.
2. Hands and arms are properly cleaned. Refer to "Hand-washing" SOP (#1).
3. No bare hand contact with ready-to-eat food is permitted. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
4. Raw animal foods is kept separate from ready-to-eat foods during receiving, storage, and preparation. Eggs, fish, meat, and poultry are not stored on shelves above lettuce, cut melons and luncheon meats in the cooler.
5. Different types of raw animal foods, such as eggs, fish, meat, and poultry are stored separately to prevent cross-contamination, except when combined in recipes.
6. Raw animal foods stored in refrigerators or walk-in coolers are placed on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf. For example, raw chicken is stored below ground beef.
7. Unwashed fruits and vegetables are not co-mingled with washed fruits and vegetables and other ready-to-eat foods.
8. Dry, cleaned, and sanitized equipment and utensils are used. Refer to instructions in the "Cleaning and Sanitizing Food Contact Surfaces" SOP (#21).
9. Knives, pans, cutting boards, utensils and other food contact surfaces are cleaned and sanitized after using them for raw products.
10. Only the surfaces of equipment and utensils that do not come in direct contact with ready-to-eat food are touched by bare hands.
11. Food items are stored in covered containers or packages, except during quick cool down stage of cooling when placed in refrigeration units.
12. A specific upper shelf of a refrigerator or walk-in cooler is designated as the "cooling" shelf to minimize contamination. Containers of food are left uncovered only during the initial quick cool-down phase to facilitate cooling.
13. Exterior surfaces of food containers, such as cans and jars, are cleaned with a cleaning solution before opening to remove soil.

Corrective Action:

Foods have been contaminated during storage and preparation will be discarded.



#16- Date Marking

Standard Operating Procedure

1. An established date marking system is in place and employees and volunteers are trained accordingly.
Note: The best practice for a date marking system is to include a label with the product name, the day or date, and time it is prepared or opened and use by date, not to exceed 7 calendar days. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date (e.g., 5/26) and the use by date (e.g., 6/01).
 - Identifying the day of the week (e.g., Monday) and use by date (e.g., Sunday)
 - Using color-coded marks or tags (e.g., blue dot. means “cut on Monday and use by Sunday”).
2. Ready-to-eat time/temperature control for safety foods (TCS) prepared on-site are labeled.
3. Any processed, ready-to-eat, time/temperature control for safety food (TCS) are labeled when opened.
4. All ready-to-eat, time/temperature control for safety food (TCS) are refrigerated at 41° F or below.
5. Refrigerated, ready-to-eat, time/temperature control for safety food (TCS) are served or discarded within 7 days.
6. A separate label is used to indicate: (1) the date prepared, (2) the date frozen, and (3) the date thawed for any refrigerated, ready-to-eat, time/temperature control for safety food (TCS).
7. The 7-day time period is calculated by counting only the days the food is under refrigeration. For example:
 - On Monday, 8/1, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna – Cooked – 8/1.”
 - On Tuesday, 8/2, the lasagna is frozen with a second label that reads, “Frozen – 8/2.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1 – Tuesday, 8/2, only 1 day is counted towards the 7-day time period.

Corrective Action:

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



#17- Holding Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food are trained about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Wisconsin Food Code is followed when cold and hot holding temperatures:
 - Hold cold foods at 41 °F or below.
 - Hold hot foods at 135 °F or above.
3. Steam tables and hot holding units are pre-heated.
4. A clean, sanitized, and calibrated probe thermometer is used to measure the temperature of the food prior to placing in storage units.
5. Temperature of holding units is determined by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
6. Temperature of foods is determined by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
7. For cold foods held for service:
 - The internal temperature of the food is taken before placing it into any walk-in cooler or reach-in cold holding unit.
 - Food is chilled in accordance with the "Cooling Time/Temperature Control for Safety Food (TCS)" SOP (#26) if the food is not 41°F or below.
 - Air temperature of any cold holding unit is verified so these items are held at 41°F or below before use and at regular intervals during hours of operation.
8. For hot foods held for service:
 - The air/water temperature of any unit is verified to ensure food is held at 135 °F or above before use.
 - Food is reheated in accordance with the "Reheating Time/Temperature Control for Safety Food (TCS) – Leftovers/Items Prepared Prior Day" SOP (#27).
 - The temperature of heated Time/Temperature Control for Safety Food (TCS) items are checked to ensure the items are at 135 °F or above before placing the food out for display or service.
 - The internal temperature of food items are taken before placement on a steam table or in a hot holding unit and checked at least every 2 hours thereafter, if applicable.

Monitoring and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the log used for recording temperatures. A designated food service employee/volunteer will record air temperatures of coolers and cold holding units on the refrigeration logs. The person in charge will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees/volunteers and reviewing the temperature logs. The temperature logs will be maintained with other records for: ☐ Minimum required by federal regulation (a period of six months following a month's temperature records) or ☒ One school year from the date of the second annual food safety inspection (DPI recommendation).



#17- Holding Time/Temperature Control for Safety Food (TCS), continued

Corrective Action:

1. For hot foods:
 - Reheat to 165 °F for 15 seconds when the temperature is found to be below 135 °F and the last temperature measurement, taken within the last 2 hours, was 135 °F or higher. 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.
2. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement, taken within the last 2 hours, was 41 °F or below:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - 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.



#18 - Transporting Food to Satellite Kitchens Standard Operating Procedure

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

Monitoring and Recordkeeping:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the “Holding Time/Temperature Control for Safety Food (TCS)” SOP (#17) for the proper procedures to follow when taking holding temperatures. Record the temperature on the transport sheet.



#18 - Transporting Food to Satellite Kitchens, cont.

2. Upon receipt of food at satellite, serving personnel/volunteer will record receiving temperatures on the food transport sheet or temperature log. ☒ The food transport sheet will be kept for 3 years plus current school year because it is the documentation to show the meal menu planning requirements are met. ☐ Other documentation is available to show that minimum menu planning requirements are met so the transport sheet will be kept for the minimum required by federal regulation (a period of six months following a month's temperature records) or ☐ Other documentation is available to show that minimum menu planning requirements are met so the transport sheets will be kept for one year from the date of the second annual food safety inspection (DPI School Nutrition Team recommendation).

Corrective Action:

1. Retrain any food service employee or volunteers that do not follow procedures in this SOP.
2. Reheat potentially hazardous foods to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F and the food will be held for more than 2 hours, unless the school has an approved plan for using time as a temperature public health control. Refer to the "Reheating Time/Temperature Control for Food Safety Food (TCS)" SOP (#26).
3. Discard foods considered to be TCS that are held in the danger zone for 4 hours or more.



#19 - Serving Food

Standard Operating Procedure

1. Food service employees/volunteers are trained on the proper service of food. Refer to the Using and Calibrating Food Thermometers (SOP #5).
2. Hands are washed prior to meal service. Refer to the hand washing SOP (#1).
3. Disposable gloves are used to prevent bare hand contact with ready-to-eat foods. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
4. Hands are washed before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the "Hand-washing" SOP (#1).
5. Ready-to-eat foods are not handled with bare hands. Refer to the "No Bare Hand Contact When Handling Ready-To-Eat Foods/Glove Use" SOP (#3).
6. Food contact surfaces of trays, plates, cups and eating utensil are protected from contamination when carried to and placed on serving line.
7. Time/Temperature Control for Safety Food (TCS) are held at the proper temperature. Refer to SOP (#17).
8. Food is served with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
9. Utensils are placed in upright container with handles presented to customer.
10. Napkins set out for self-service by customers in proper dispenser.
11. Leftover Time/Temperature Control for Safety Food (TCS) are properly cooled, if applicable and date marked or discarded. Refer to SOP (#16) and SOP (#26).

Corrective Action:

1. Retrain any food service employee/volunteers who do not follow the procedures in this SOP.
2. Replace improperly handled trays and eating utensils. Wash, rinse, sanitize and air-dry if multi-use type. Discard single use type.
3. Discard ready-to-eat food that has been touched with bare hands.



#20 - Preventing Cross-Contamination at Food Bars/Self Service Standard Operating Procedure

1. Food service employees, volunteers, student workers, supervisors and others receive instructions for proper procedures used to prevent cross-contamination at food bars.
2. Adhere to "Hand-washing" SOP (#1) and "Food Service Employee Health, Personal Cleanliness & Hygienic Practices" SOP (#2).
3. All uncovered food items are placed under sneeze guards and/or other procedures are followed to prevent contamination of these items.
4. An appropriate clean and sanitized utensil is provided for each self-service container.
5. Necessary precautions are taken to prevent handles from dropping into food containers.
6. When replenishing the food bar or self-service line, the existing containers of food is replaced with new containers. Food from the existing container is not added to the new container of food. The serving utensil is replaced with one that has been cleaned and sanitized.
7. Instruction and assistance is provided to customers (including adults) who do not properly use utensils.
8. A clean tray or disposable tray or plate is provided when customers are allowed to return to the food bar or self-serve line for additional items. Signage is posted informing customers of about this requirement.
9. Eating utensils are placed on the serving line with the handles up or in a manner to prevent customers from touching the food contact surfaces.
10. Self service bars and serving lines are clean and neat to avoid cross-contamination between food items.
11. Wiping cloths are stored in sanitizing solution to wipe up food spills. Refer to "Wiping Cloths" SOP (#22)
12. Chemical solution in spray bottles are not used to clean food bars and self-service lines when food is present.
13. Food service bars and self-service areas are supervised at all times by designated employee or volunteers while in operation.

Monitoring and Recordkeeping:

Monitoring and record temperatures of food in accordance with the "Holding Time/Temperature Control for Safety Food TCS) SOP" (# 17) on designated log or other form. Logs will be kept for: ☐ Minimum required by regulation which is a period of six months following a month's temperature records or ☒ One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

1. Retrain any food service employee/volunteers found not following the procedures in this SOP.
2. Discard potentially hazardous food items that are not at correct temperature if the time the item is removed from temperature control is not recorded.
3. Discard any food items contaminated by bare hand contact; coughing, spitting or sneezing on food; foreign objects placed in food containers.
4. Demonstrate to customers how to use serving utensils and follow other proper self-serve practices.



#21 - Cleaning and Sanitizing Food Contact Surfaces

Standard Operating Procedure

1. Food service employees, volunteers and student workers receive appropriate instructions on the proper procedures for clean and sanitize food contact surfaces.
2. Food contact surfaces include but are not limited to: cutting boards, cutting blade on can opener, immersion type thermometer and probes, cooking and serving utensils.
3. Manufacturer's instructions are reviewed for information pertaining to maintenance of equipment and use of chemicals for cleaning and sanitizing the food contact surfaces. Refer to "Storing and Using Chemicals" SOP (#11).
4. All food contact surfaces are washed, rinsed, and properly sanitized:
 - Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, and poultry.
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
 - Every 4 hours if used to prepare potentially hazardous foods on a continuing basis.
 - Any time contamination occurs or is suspected.
5. Scrape - prewash- soak prior to the wash step to eliminate excess soil.
6. Wash, rinse, and sanitize food contact surfaces following appropriate procedures.
Check to indicate the specific cleaning and sanitizing procedures for this site:

☐ 3-compartment sink for immersable items and removable parts of equipment

- In the first compartment, wash with a clean detergent solution at or above 110°F or at the temperature specified by the detergent manufacturer.
- In the second compartment, rinse with clean water to remove all food particles and soap.
- In the third compartment:
 - Sanitize by use of a Wisconsin Department of Health approved chemical sanitizer according to manufacturer's label instructions to achieve proper concentration. Test the sanitizer concentration using an appropriate test kit.
 - Immersing in hot water at or above 171°F for 30 seconds.
 - Air dry items prior to storing. Do not use towel.

☐ Mechanical dishmachine for utensils, cutting boards, removable parts of equipment

- Verify the information on the data plate with the dishmachine manufacturer.
- Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
- Follow manufacturer's instructions for use.

☐ Hot water used to sanitize, and following the Wisconsin Food Code:

- ☐ For a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse of 165°F or higher.
- ☐ For all other dishwashing machines with variable wash and rinse temperatures, the temperature is 180°F.
- ☐ Check for proper temperature by using temperature sensitive test strips.

☐ Chemical sanitizer used to sanitize. Follow the Wisconsin Food Code:

- ☐ Chlorine solution for manual dishwashing - 100 ppm*.
- ☐ Chlorine solution for dishmachine - 50 ppm*.



☐ Iodine solution - 12.5 to 25 ppm*.

☐ Quaternary ammonia compound solution – Per manufacturer’s use directions.

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

- Air dry utensils and other food contact surfaces. Do not use towels to dry.
- At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up.
- Use chemical de-limer periodically as needed if lime build-up occurs.
- Follow manufacturer’s instructions for cleaning and maintaining dish machine.

☐ Food Contact surfaces of equipment

Food contact surfaces of in-place equipment must be follow the 5-step process: Scrape/pre-wash, wash, rinse, sanitized, and air dry. Use chemical solution for the sanitizing step.

Food service employees and volunteers will:

1. Visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. Record temperature/chemical concentrations on log during one cycle during breakfast clean up activities, if applicable and during lunch clean up activities.

☐ For hot water sanitizing machines - Ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges of dish machine with hot water sanitizing, using heat sensitive tape, and/or by using maximum registering thermometers (e.g. T-sticks). The results of testing will be recorded and/or test strip attached to log.

☐ For chemical sanitizing dishmachine - Check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit. Record results on log.

Monitoring and Recordkeeping:

Food service employees or volunteers will record monitoring activities and any corrective action taken on the appropriate logs. Logs will be kept for: ☒ One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

1. Retrain any food service employee, volunteers or student workers 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 surfaces that have not been sanitized properly



#22 – Wiping Cloths

Standard Operating Procedure

1. Food service employees, volunteers and student workers receive appropriate instructions on use of wiping cloths.
2. Cloths used as wiping cloths for food spills are used for no other purpose.
3. Wiping cloths used for food spills are stored in chemical sanitizer at a concentration specified in the “Cleaning and Sanitizing” SOP (#21) and used for wiping up spills on food- contact and non-food contact surfaces of equipment.
4. Wiping cloth solution is made up fresh each day.
5. Test strips are used to determine the proper concentration and when the sanitizing solution is no longer effective.

Monitoring and Recordkeeping:

Food service employees/volunteer records the test strip concentration for the sanitizing solution on the log.

Keep temperature logs for: ☒ One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

1. Retrain any food service employee found not following this SOP.
2. Discard wiping cloths that have been used for other purposes.
3. Discard and make up fresh solution when test strip reveals the improper concentration.



#23– Allergens

Standard Operating Procedure

Person in charge understands and trains employees about the eight major food allergens (milk, eggs, fish, crustacean shellfish, wheat, tree nuts, peanuts, soybeans) and common food allergic reactions. The person in charge and other food service staff, on a need to know basis, will have access to a confidential list of students with known food allergies which is released by the designated person who receives information about student health conditions. Special precautions will be taken to minimize reactions when students have been diagnosed with food allergies. In addition, training is provided to food service employees on allergic reactions, emergency plans in the event of a reaction, label reading, use of standardized recipes and other aspects of this standard operating procedure.

Purchasing and Receiving Procedures:

1. Only non-latex gloves, single use type gloves will be purchased for food preparation and clean up.
2. Food labels will be obtained and kept *specify*: at the Murray building kitchen.
3. The labels will be used to determine what products contain allergens or manufactured on equipment that processes products with allergens when notified about students with recognized food allergies.
4. Labels will be re-checked during receiving to determine if there are modified ingredients or a notice that a product may contain certain allergens.
5. Appropriate arrangements will be made for parents/guardians, school nurse and others to view labels and recipes.
6. Standardized recipes will also be maintained and updated for changes. Food service staff will be instructed not to alter recipe without authorization.

Storage Procedures:

Any food items or prepared recipes that contains allergen(s) specific to students with diagnosed food allergies will be stored separately to prevent cross contamination. For example, peanut butter and items that contain peanut products will be kept in the designated space labeled as “peanut products stored here”. The product will be clearly labeled to indicate that the product contains the specific allergen or may have been prepared in a facility that manufacturers items with allergens. Opened containers of products will be stored with sealable cover and stored so that the container is not touching other food products.

Corrective Action:

1. Contact designated person who prepares the confidential list of students with diagnosed food allergies when informed by parent or others that a student not on the official list is in need of special dietary accommodations based on a disability.
2. Retrain any food service employee found not following this SOP.
3. Discard or appropriately label any food item that has or could have been contaminated with allergens so it is not served to a student with specified food allergies.



#24- Cooking Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

1. Food service employees/volunteers who prepare or serve food know how to use food thermometer and cook foods using this procedure.
2. When a recipe contains a combination of meat products, the product will be cooked to the highest required temperature.
3. Products will be heated to the following temperatures as noted on the temperature chart and/or listed below:
 - a. 135 ° F. for 15 seconds
 - Heated fruits or vegetables for hot holding
 - b. 145 ° F. for 15 seconds
 - Seafood, beef and pork roasts
 - Eggs cooked to order
 - Raw pork products (pork chops)
 - c. 155 ° F. for 15 seconds
 - Ground meat products
 - Raw pork, ham and sausage
 - Egg dishes (pooled eggs)
 - d. 165 ° F. for 15 seconds
 - Raw or Ground poultry
 - Left over potentially hazardous foods
 - Food items prepared on prior days (complex)
4. A clean, sanitized, and calibrated thermometer is used. Probe type thermometer are used to get an accurate reading for thin items. (Thin items are not stacked to obtain temperature reading.)
5. Thermometer are not inserted into pockets of fat or near bones when taking internal cooking temperatures.
6. At least two internal temperatures are taken from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
7. At least two internal temperatures are taken of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards. Keep temperature logs for: ☒ One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature.



#25- Re-heating Fully Cooked, Commercially Processed, Time/Temperature Control for Safety Foods (TCS) Standard Operating Procedure

1. Food service employees/volunteers who prepare or serve food receive instruction on how to use food thermometer and re-heat fully cooked, commercially processed products that are potentially hazardous foods.
2. Products are heated in accordance with manufacturer's instructions to a minimum of 135 ° F. or 15 seconds if hot holding the products. The temperature chart in the food safety plan is used when certain temperature is specified in the instructions.
3. A clean, sanitized, and calibrated thermometer is used. Probe type thermometer is used for thin items. (Thin items are never stacked to obtain temperature reading.)
4. Thermometers are not inserted into pockets of fat or near bones when taking internal cooking temperatures.
5. At least two internal temperatures are taken for each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
8. At least two internal temperatures are taken of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards. Keep temperature logs for: ☒ One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature.



#26- Cooling Holding Time/Temperature Control for Safety Foods (TSC)

Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food know how to use a food thermometer and how to cool foods using the established procedure for each specific menu item.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures during course of normal work day, when possible.
3. Prepare and cool food in small batches.
4. Chill food rapidly by effective cooling method specific to the product:
 - Placing food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Stir the food in a container placed in an ice water bath.
 - Stir the food using a chilling paddle designed for cooling foods quickly.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
 - Pre-chill sheet pans in freezer and use to rapidly cool cooked and heated patties.
5. Meet food code requirements for chilling cooked, hot food from:
 - 135 °F to 70 °F within 2 hours - Monitor temperatures at 15 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time - The total cooling process from 140 °F to 41 °F may not exceed six hours. Monitor temperature at 30 minute intervals and take corrective action immediately if food will not be chilled from 135 °F to 41 °F within the 6-hour cooling process.
6. Conduct a cooling study for each process 3 menu item to develop appropriate procedures. Record the temperature and corrective action taken to cool product within time periods specified in item # 5 above.
7. Develop separate cooling standard operating procedures for each menu item used to successfully cool the products during the cooling study.
8. Chill prepared, ready-to-eat foods such as macaroni salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.
9. Check the refrigeration unit to make sure it is adequate to support food volume and cooling method, and it is not overloaded.

Monitoring and Recording:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products at regular throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product. Record temperatures on cooling log.



#26 - Cooling Time/Temperature Control for Safety Food (TCS), cont.

3. Designate food service employees/volunteer will record temperatures and corrective actions taken on the Cooling Temperature Log. The Cooling Temperature Logs will be kept for current and the prior school year to document compliance with USDA food safety regulations.
4. Develop written cooling procedures based on the cooling study completed for each food item in process 3.
5. Provide training and necessary tools for the process.
6. Maintain copy of the cooling study and the written procedures for cooling process 3 items with the food safety plan.
7. Keep any temperature logs for: One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action:

1. 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:
 - 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.
2. Discard cooked, hot food immediately when the food is:
 - 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.
8. Devise 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.
9. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
10. Provide additional training if staff or volunteers fail to follow procedures developed for each food item in process 3.



#27– Reheating Time/Temperature Control for Safety Food (TCS) Standard Operating Procedure

1. Train food service employees and volunteers who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
2. Reheat all foods to a minimum of 165°F for at least 15 seconds.
3. Reheat the following products to 165°F for 15 seconds:
 - Any food that is cooked, cooled and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
4. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 140°F for 15 seconds
 - Heat leftovers to 165°F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
5. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring and Recordkeeping:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
2. Take at least two internal temperatures from each pan of food by inserting a thermometer into the center of the food and at various locations in the product.
3. Record the temperature on designated temperature log or daily production plan.
4. Daily production plans will be kept for 3 years plus the current school year to meet USDA recordkeeping requirements for this program record. Keep temperature logs for: One school year from the date of the second annual food safety inspection which is a DPI School Nutrition Team recommendation.

Corrective Action: Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature



Monitoring

Person In Charge Responsibilities:

- Ensuring assigned food service staff/volunteers are properly monitoring critical control points at the required frequency and are completing documenting requirements.
- Monitoring implementation of standard operating procedures and recommending revisions.

Food Service Staff/Volunteers Responsibilities:

- Monitoring individual critical control points (CCPs) in the handling and preparation of food, per the standard operating procedures (SOPs).

Designated Monitoring Responsibilities:

Equipment Temperatures

- Cold Storage Units *(List designated position and back up in blanks below)*
 - Refrigeration ☐ **N/A** Food Service coordinator back by food service assistant
 - Freezers ☐ **N/A** Food Service coordinator back by food service assistant
- Milk Coolers ☒ **N/A** _____
- Dishmachine ☐ **N/A** Food Service coordinator back by food service assistant
- Manual Dishwashing ☐ **N/A** _____

Food Temperatures Time/Temperature for Food Safety Foods *(List designated position and back up in blanks below)*

- Receiving ☐ **N/A** Food Service coordinator back by food service assistant
- Preparation/Reheat ☐ **N/A** Food Service coordinator back by food service assistant
- Transport ☐ **N/A** Food Service coordinator back by food service assistant
- Service ☐ **N/A** Food Service coordinator back by food service assistant
- Cooling ☐ **N/A** Food Service coordinator back by food service assistant
- Other ☐ **N/A** Food Service coordinator back by food service assistant

Thermometers

(List designated position and back up in blanks below)

- Recalibration ☐ **N/A** Food Service coordinator back by food service assistant

Concentration of Sanitizing Solution

- Dishwashing *(List designated position and back up in blanks below)*
 - Manual Dishwashing ☐ **N/A** _____
 - Dishmachine ☐ **N/A** Food Service coordinator back by food service assistant
 - Wiping clothes ☐ **N/A** Food Service coordinator back by food service assistant
 - Food contact surfaces of equipment (e.g. slicer) ☐ **N/A** Food Service coordinator back by food service assistant
- (List designated position and backup in blank below)*



Corrective Action Responsibilities

Determining Corrective Actions:

- The person in charge is responsible for implementing predetermined corrective actions for deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are stated in the SOPs and reiterated on the following pages.
- Corrective actions for all SOPs are stated on the SOPs.
- The person in charge will review and update the corrective actions at least annually with the assistance of the sanitarian who conducts the food safety inspections.

Training:

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

Documenting Corrective Actions:

- Food service staff/volunteers will be responsible for documenting any corrective actions taken. Of special concern are the critical control points.



Summary of Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by Wisconsin Food Code within the time specified on the chart, recipe or manufacturer's instructions...	<p>If no real problem is suspected:</p> <ul style="list-style-type: none"> Extend heating/cooking time. Train the employee/volunteer to check internal temperatures of products rather than relying on time. <p>If the thermometer inaccuracy is suspected:</p> <ul style="list-style-type: none"> Calibrate the thermometer and retest product. Establish and follow standard operating procedure for calibrating thermometers. Train employees/volunteers to calibrate thermometers per SOP. <p>If the oven temperature is suspected:</p> <ul style="list-style-type: none"> Use an oven thermometer to check the internal temperature of the oven. Complete a work order for maintenance to check the thermostat. Contact manufacturer's representative to make appointment for repairs.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process...	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process...	Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item.
	If hot food is above 41°F and it is more than 6 hours into the cooling process...	Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item.
REHEAT	If hot food is not reheated quickly to 165°F...	Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item.
HOT HOLD	If hot food being held is found to be below 135°F...	<p>If time is used as a control:</p> <p>Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document on production record, packing slip or log, as specified by SOP.</p> <p>Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)</p>
HOT		



HOLDING, CONT.		<p>If the thermometer may be incorrect:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Reheat the hot food to 165°F for 15 seconds and then hold above 135°F. • When the hot holding equipment appears not to be working properly, complete a work order for maintenance to check it or notify the person in charge.
COLD HOLDING	If cold food being held is found to be above 41°F ...	<p>If time is used as a control:</p> <ul style="list-style-type: none"> • Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the hot holding unit. Discard any product that was not served within 6 hours. <p>If incorrect thermometer is suspected:</p> <ul style="list-style-type: none"> • Calibrate the thermometer and retest product. • Establish and follow a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate and use calibrated thermometers. <p>If time is not used as a control and the thermometer is calibrated:</p> <ul style="list-style-type: none"> • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative. Complete a work order for maintenance to check and/or notify person in charge.



Recordkeeping

Responsibilities for Recordkeeping/Location & Retention of Records

Food Service Staff/Volunteer Responsibility:

- All food service staff/volunteers will be held responsible for recordkeeping duties, as assigned. Overall, Silvia Rodriguez food service coordinator will be responsible for checking that records are kept in specified place.

Recordkeeping Procedure:

- Appropriate forms/logs will be selected and adapted for use at school site.
- All forms/logs will be kept in designated area in food service, unless otherwise specified on school site's SOP.
- All forms/logs will be replaced as needed and employees/volunteers will know where to find blank replacement forms.
- All completed forms will be kept at the kitchen of the school building located at 2461 N Murray Avenue

Employee/Volunteer Training:

- The Business Manager is responsible for informing all food service personnel/volunteers on the use and importance of recording critical information.

Maintenance of Records:

- All monitoring records, including temperature logs will be kept for: One school year from the date of the second annual food safety inspection which is a DPI/DHS recommendation. **Note:** Production records and other documents that show compliance with other USDA school meal programs regulations must be kept for the current fiscal year plus 4 years.

Documentation (Records)

Documentation Schedule

Employee Health

- ☐ School Food Service Employee Reporting Agreement..... Upon Employment

Product Records

- ☐ Food Recall.....For each instance
- ☐ Cooling Temperature StudyFor each item in Process 3
- ☐ Damaged or Discarded Product Log.....For each instance

Temperature Records

- ☐ Receiving Temperatures..... Each Delivery
- ☐ Transport Sheet.....Each Delivery
- ☐ Heating/Holding/Serving.....Potentially Hazardous Foods
- ☐ Refrigerator/Freezer Temperature Log Each day
- ☐ Thermometer Calibration Log Per food safety plan
- ☐ Dish Machine Temperature Log Each day machine is operated

Chemical Concentration Records

- ☐ Manual Dish WashingEach Meal Service
- ☐ Low Rinse Temperature/Chemical Dish Machine.....Each Meal Service

Training

- ☐ New Employee/Volunteer Orientation AgreementPrior to Start Time
- ☐ Food Safety Training Plan and RecordOn-going

Corrective Action RecordsAs necessary



School Food Service Employee Reporting Agreement

Preventing Transmission of Diseases through Food

By

Infected Food Service Employees

The Wisconsin Department of Health and Family Services recommends that this document be used as an agreement between the employees and management to help ensure that employees who handle food notify the person in charge of school food service when they experience any of the symptoms listed below. The person in charge will take appropriate steps to prevent the transmission of foodborne illness. The use of this document will demonstrate to the environmental health specialist who conducts food safety inspections that there is an Employee Health Program in place.

I AGREE TO IMMEDIATELY REPORT TO THE PERSON IN CHARGE:

SYMPTOMS AND PUSTULAR LESIONS:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist, or an exposed body part (such as boils and infected wounds, however small)

MEDICAL DIAGNOSIS:

Whenever diagnosed as being ill with Salmonellosis (*Salmonella* spp.), Shigellosis (*Shigella* spp.), Shiga toxin-producing *E. coli*, Hepatitis A (hepatitis A virus) or any other pathogen that can be transmitted through food such as: *Entamoeba histolytica*; *Campylobacter* spp; Norovirus; *Cryptosporidium* spp.; *Giardia* spp.; *Yersinia enterocolitica*; *Staphylococcus aureus*; or *Listeria monocytogenes*.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Wisconsin **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and high-risk conditions specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by my employer or the regulatory authority that issues license/conducts inspections that may jeopardize my employment and may involve legal action against me.

Food Service Employee Name (*please print*) _____

Signature of Food Service Employee _____ Date _____

Signature of Supervisor _____ Date _____

Based on form developed by WI Dept of Health Services for licensed restaurants - March 2006



Orientation and Training

Food Service Staff/Volunteers/Student Workers

The Food Service Coordinator will provide/arrange for training of food service staff, volunteers and/or student workers as part of orientation, annual in-service and other times during the school year.

New Employee/Volunteer/Student Workers/Other School Personnel Orientation

All employees and volunteers involved in food preparation and service will:

1. Meet with the person in charge to receive training on basic food safety. This training will include proper hand washing procedures.
2. The person in charge at each of the school serving locations will obtain Department of Health and Family Services Restaurant Manager Certification and keep this current certification current. **Note: School agencies that are not under contract with a food service management company are not required to meet Wisconsin Food Code regulations regarding Restaurant Certification. However, this certification is highly recommended for the person in charge at each serving sites.**
3. Receive training on following the standard operating procedures specific to their job assignments in school food service.

On-going Food Safety Training

1. Training needs of employees/volunteers/student workers will be identified prior to the start of each school year.
2. The needs are based on observations, corrective actions that were required, and/or recommendations by sanitarian during recent food safety inspections.
3. Training calendar will be completed prior to the start of each school year.
4. Appropriate resources used in the training activities including videos, DVDS, pre-planned lesson, and/or guest speakers.
5. Source of materials for the training activities include those distributed by U.S. Department of Agriculture and National Food Service Management Institute, Safe Food Crew (City of Madison) and the National Restaurant Association's National Food Safety Education Month archives. These resources are posted on DPI School Nutrition Team website at: http://fns.dpi.wi.gov/fns_foodsafety
6. Those who attend the training activity held at the school will sign in on a roster.
7. Training activities may also include food safety courses held off site.



New Employee/Volunteer Orientation Agreement

Name _____ Position _____ School _____

Standard Operating Procedures	✓ if discussed	✓ if not applicable
General/Specific to Menu Items Categorized in Process 1		
Hand Washing		
Personal Hygiene/Health		
No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use		
Visitors in Food Service		
Using & Calibrating Food Thermometers		
Facility and Equipment Maintenance		
Approved Food Source		
Handling a Food Recall		
Receiving Deliveries		
Storing Food		
Storing and Using Chemicals		
Washing Fresh Fruits and Vegetables		
Thawing Potentially Hazardous Foods		
Controlling Time and Temperature During Preparation		
Preventing Cross Contamination		
Date Marking Time/Temperature Control for Safety Food (TCS)		
Holding Time/Temperature Control for Safety Food (TCS)		
Transporting Food to Remote Sites (Satellite Kitchens)		
Serving Food		
Preventing Cross-Contamination at Food Bars/Self Service Locations		
Cleaning & Sanitizing Food Contact Surfaces		
Wiping Cloths		
Allergens		
Using Time as Public Health Control (approved plans only)		
Specific to Menu Items Categorized in Process 2		
Cooking Time/Temperature Control for Safety Foods (TCS)		
Specific to Menu Items Categorized in Process 3		
Cooling Cooking Time/Temperature Control for Safety Foods (TCS)		
Reheating Cooking Time/Temperature Control for Safety Foods (TCS)		
Other Information		

I understand that these procedures were developed to protect the safety of students and other food service customers.

I agree to follow these policies and ask questions when I need clarification.

Employee/Volunteer
Date

Date

Person In Charge/Supervisor





Annual Training Calendar

School Site _____ School Year: 20____

Training Topics	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July



Food Safety In-Service Training Session Roster

School Site(s)	Date:
Topic:	
Length of Time:	
Presenter:	
Training Materials Used:	

Attendance Sign In:

[illegible]

Food Safety Plan Review

School Year 20_____ Date Completed _____

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

Checklist for Review of Food Safety Plan

1. Check if there were there changes and note date of update to plan:

_____ Descriptions	Date Updated_____
_____ Equipment	Date Updated_____
_____ Listing of menu items categorized as process 1, 2, or 3	Date Updated_____
_____ Vendors	Date Updated_____
_____ Wisconsin Food Code	Date Updated_____
_____ USDA Regulations	Date Updated_____
_____ Recordkeeping Procedures	Date Updated_____
_____ Standard Operating Procedures	Date Updated_____
_____ Monitoring Procedures	Date Updated_____
_____ Monitoring Forms	Date Updated_____
_____ Recordkeeping Procedure	Date Updated_____
_____ Corrective Actions	Date Updated_____

2. Changes made for any additional programs or services? ☐ yes ☐ no

3. Were improvements suggested by environmental health specialist conducting the food safety inspections made in the plan? ☐ yes ☐ N/A ☐ no, not deemed necessary

4. What additional training is needed to support the food safety plan?

5. How will identified training needs be met?

Anticipated date for training: _____, 20__.

6. Does the person in charge at each site demonstrate knowledge of the plan? ☐ yes ☐ no

7. Changes were conveyed to all employees and volunteers? ☐ yes ☐ no

8. Name of person responsible for verifying that the required records and logs are accurately completed and properly maintained at this school preparation or serving site:

Name Title

Completed by: _____
Name Title

Checklist for Review of Food Safety System and Plan



Instructions: The person in charge or other designee _____ will use this checklist to determine strengths and weaknesses of the food safety plan ☐ Monthly ☐ Twice per year ☒ Annually ☐ Other

Note responses and corrective action taken on this plan. Keep completed records for future reference.

Date _____

Observer _____

Personal Hygiene/Health

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees are properly attired including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, and/or gum chewing are observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Hair net or designated hair restrains properly worn	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean unless suitable arrangements are made with person in charge	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to plain ring	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at appropriate times/not reused	<input type="checkbox"/>	<input type="checkbox"/>		Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	<input type="checkbox"/>	<input type="checkbox"/>		Employees/volunteers comply with restrictions/exclusion, per SOP	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	<input type="checkbox"/>	<input type="checkbox"/>		No bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food and other food related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment/Maintenance

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

Refrigeration, Freezer and Milk Cooler Units

	Yes	No	Corrective Action		Yes	No	Corrective Action
Appropriate thermometers are placed in warmest locations, readily available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>		Established cleaning schedule is followed to keep units clean	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate corrective action is taken and noted on temperature logs	<input type="checkbox"/>	<input type="checkbox"/>		Food is stored 6 inches off floor in walk-ins	<input type="checkbox"/>	<input type="checkbox"/>	



Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
All food items are from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Food is tasted using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Time/Temperature Control for Safety (TCS) frozen food is properly thawed	<input type="checkbox"/>	<input type="checkbox"/>		Time/Temperature Control for Safety (TCS) are quickly heated/re-heated to required temperature	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food Thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Ready-to-eat food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>		Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>	

Food Preparation Utensils and Food Contact Surfaces

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated on a routine basis	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Drawers, racks and storage bins are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding units are not used to reheat Time/Temperature Control for Safety (TCS).	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Wash and rinse water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>		Small ware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage cans are emptied as necessary	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpster lids are closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present	<input type="checkbox"/>	<input type="checkbox"/>	
Pest control services are provided by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>					



Important Terms

Control Measure – Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are included in the flow charts on pages 4-9.

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

Critical Control Point (CCP) – An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

Critical Limit – One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

Cross-Contamination – The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.

Danger Zone – The temperature range between 41° F. and 135° F. that promotes rapid growth of pathogenic micro-organisms.

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

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

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

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

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

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

Personal Hygiene – Individual cleanliness and habits.

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

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

Process 1: Food preparation with no cook step – ready-to-eat food is received, stored, prepared, held and served.

Process 2: Food preparation for same day service – food is received, stored, prepared, **cooked/re-heated (commercially processed food products)** held and served.

Process 3: Complex food preparation – food is received, stored, prepared, cooked/re-heated (commercially processed food products), **cooled, re-heated on another day**, held hot and served.



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

Recordkeeping – Documenting monitoring activities.

Restrict – To prevent a person from working with exposed food, clean utensils and equipment, clean linens, and unwrapped single-service items.

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

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

