Food Safety & HACCP Manual

OUR MISSION IS TO FOSTER HIGH-QUALITY CHARTER PUBLIC SCHOOL CHOICES, PARTICULARLY THOSE CLOSING THE OPPORTUNITY GAP.

Adapted from Iowa State University’s Safe Food Materials, 2005
Policy implemented July 2020, revised July 2021
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Section 1

Personnel and Personal Hygiene
EMPLOYEE HEALTH AND RESPONSIBILITIES – SOP

Policy: All food service employees will share the responsibility with management for preventing foodborne illness.

Procedures: All employees in school foodservice are required to know:
- The relationship between their job responsibilities and the potential risks of foodborne illness;
- How employee health is related to foodborne illness;
- The need to immediately report symptoms of vomiting, diarrhea, jaundice, sore throat with fever, diagnosis of illness caused by or exposure to (Big 5 Pathogens) 1.) Norovirus, 2.) *Salmonella typhi*, 3.) E. coli 0157:H7, Enterohemorrhagic or Shiga toxin-producing E. coli; 4.) Shigella spp, and 5.) Hepatitis A; or an exposed infected wound or cut on the hands or arms to their manager; these pathogens shed in high numbers. A food employee infected with a Big 5 Pathogen will typically shed hundreds of thousands of pathogens in their feces that can be easily transmitted to food even when good handwashing practices are used. Consequently, the illness experienced by the consumer can be very severe.
- How restriction and/or exclusion from working with food prevents foodborne illness;
- How proper hand hygiene and no bare hand contact with ready-to-eat (RTE) food can prevent foodborne illness.

If an employee is exposed to any of the following situations, it must be reported to a Manager/Field Manager, such as in cases of:
- Ingesting or handling food that was implicated in a foodborne outbreak;
- Consuming food that was prepared by someone with an illness that resulted from one of the Big 5 Pathogens (listed above);
- Attending or working in a location that had a confirmed foodborne illness outbreak;
- Living with someone who works or was in a location that was known to have had a foodborne illness outbreak; or
- Living with someone who was diagnosed with an illness that resulted from one of the Big 5 Pathogens.

Other precautions employees can take to prevent the spread of foodborne illness:
- Not touching ready-to-eat foods with bare hands;
- Washing hands frequently, especially whenever they are soiled or have touched anything that has contaminated them;
- Not working when ill;
- Knowing all aspects of food handling and the risk factors associated with foodborne illness; and
- Being aware that uncontrolled risk factors can cause consumers to have foodborne illness.

The Manager will:
1. Ensure employees understand the policy and are following proper procedures.
2. Follow up as required.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.
Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
EMPLOYEE PERSONAL HEALTH AND HYGIENE – SOP

Policy: All foodservice employees will maintain good personal hygiene practices to ensure food safety.

Procedures: All employees in school foodservice must:

Personal and Hygiene/Grooming
- Employees must be clean and properly protected against body odor.
- As food handlers, DAILY bathing, grooming, and fresh wardrobe are required.
- Male employees must be clean-shaven, or have neatly trimmed beards or mustaches.
- We must look clean, neat, and professional.

Hands and Appearance
- Proper hand washing and changing of gloves is required before each serving period, during preparation, before serving, cashiering, sanitization of kitchen and equipment, and between all tasks to prevent cross-contamination.
- Fingernails must be short and clean, no longer than fingertip. Unless wearing intact gloves in good repair No artificial nails or nail polish is allowed.
- Proper hand washing must be learned and practiced throughout each workday and between each task.
- Remember- Serving gloves are not a substitute for hand washing and must not be reused. Serving gloves are to be worn for all food prep.

Hair
- In accordance with the Health Regulations 2-402.11 HACCP guidelines, employees shall use an effective hair restraint to cover hair to prevent the contamination of food or food contact surfaces.
  - A hair net, and/or clean nutrition approved hair restraint is required to be worn at all times while in the kitchen and serving areas. Hair restraints need to cover 90% of the hair. Long hair must be bunned or covered with a hair net, and the remaining hair (example: bangs) must be controlled with hair products (gel, hairspray, etc.)
  - For employees with a beard, a beard net is required to be worn when the employee is working directly with food (example: food prep, serving lunch).

Clothing and Aprons
- All clothing must be clean and unstained.
- Cotton clothing is recommended for your safety.
- For safety reasons Denim or 100% polyester clothes are highly discouraged.
- Long pants are required.
- Clothing not suitable/safe for professional food handlers are, long sleeve or baggy sleeve tops of any kind, sleeveless tops, low cut or revealing clothing, sweatpants or athletic clothing, spandex, leggings, knee length uniform type dresses, skirts, stirrup pants, Capri’s, shorts, and skorts; NONE of these items are permitted.
- Clean aprons are encouraged to be worn by all members of the team.
Jewelry

- While preparing food, employees may not wear anything on their neck, wrists and hands or any other area that may interfere with proper handwashing or result in contamination of food or cause a safety risk. A plain single ring may be worn. Small stud earrings may be worn. Any other visible body piercing must have a locking mechanism to be worn. All body piercings that do not have a locking mechanism, may not be worn or must be covered with a band aide. No other jewelry or items on neck, wrists and hands are allowed, this includes watches, medical bracelets, necklaces and fitness bands.

Shoes

- **Work shoes with non-slip soles are required for your protection.** Shoes must be closed toe, closed heel, and slip resistant. Shoes must be kept clean. No crocs allowed.

Cell Phones/Desk Phone

- Personal cell phones are discouraged from being carried on one’s person during scheduled work hours.
- **Managers are now encouraged to leave their Cell Phones on their Desk in case of an emergency. (For example: Power Outage)**
- Cell phones are disruptive to the operation and have a negative impact on customer service. They also pose a health hazard when they are used while handling food. There is a risk of transfer of food borne contaminants from an unclean cell phone to food product.
- Proper hand washing is required after using any phone.

Smoking/Vaping/Eating/Chewing Gum

- Smoking is not permitted on School Property. If you leave school grounds to smoke, you must wash your hands before beginning work again.
- No eating or drinking is permitted in the food preparation or serving area. Eat and drink in designated areas only. An approved beverage container should never be stored on or above food preparation tables or counters, next to foods, plates, utensils, or intermingled with foods in refrigerator or freezer units.
- Gum chewing is not allowed

Glove Use:

- Gloves are generally worn when handling ready-to-eat foods that will not be heat-treated again. Gloves should be worn when serving food.
- Change disposable gloves as often as hand washing is required. Wash hands after discarding gloves.
- Wear disposable gloves with any cuts, sores, rashes, lesions or burns that have broken the skin. See the cuts, abrasions, and burns section below.
- See the **Standard Operating Procedure for Glove and Utensil Use** for further details.

Cuts, Abrasions, and Burns:

1. Bandage any cut, abrasion, open sore, or burn found on an exposed part of the body (including arms and hands) with a dry, waterproof, durable, tight-fitting bandage.
2. Cover bandages on hands with single use gloves.
3. Inform manager of all wounds. Restrict any employee from working with food who has an infected skin lesion with pus-like a boil or infected wound that is not properly covered. The Kitchen Manager can lift the restriction once the infected area is properly covered or healed.

**Illness:**
1. Employees must report any flu-like symptoms, diarrhea, and/or vomiting to the Kitchen Manager or the Field Manager. Employees with these symptoms will be asked to stop work immediately and will be sent home. Manager/Field Manager will permit a return to work no sooner than 24 hours after vomiting and diarrhea have ended.

Instances of **Norovirus, Hepatitis A, Salmonella typhi, Shigella, or Shiga Toxin-producing Escherichia coli** must be reported to the Kitchen Manager and CSI Nutrition Manager. The Manager must restrict employees exposed to:
   - Norovirus for at least 48 hours from the time of exposure;
   - Shigella spp. or E. coli 0157:H7 for at least 3 days from exposure;
   - Salmonella typhi, for at least 14 days from exposure; or
   - Hepatitis A virus until after training has been given about symptoms, the use of bare hand contact with RTE food to avoid contamination, proper handwashing, or until at least 30 days from initial exposure. Jaundice, a common symptom of the Hepatitis A virus, often results in a yellowing of the skin, and yellowing of the white portion of the eyes. If an employee reports symptom of jaundice has the employee stop working immediately. Inquire about how long the employees has been experiencing jaundice, or associated symptoms of jaundice. Have the employee leave the food establishment if he or she has had jaundice, or has been experiencing symptoms of jaundice, for more than 7 days. Report cases of jaundice to the regulatory authority and have the food employee return to work, approved by a regulatory authority.

If an employee reports symptom of a sore throat with fever, exclude the food employee from the kitchen. Allow employee to return to work with written medical documentation from a health practitioner.

Employees can work if their symptoms are from a non-infectious condition if they can provide medical documentation indicating that the symptoms are from a non-infectious condition. Some non-infectious conditions include Crohn’s disease, irritable bowel syndrome, some liver diseases, and symptoms commonly experienced during stages of pregnancy.

**The Manager will:**
1. Ensure that the dress code is being followed by employees in the kitchen.
2. Inspect employees when they report to work to be sure they are following proper hygiene requirements.
4. Follow up as necessary.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
HANDWASHING – SOP

Policy: All food production personnel will follow proper handwashing practices to ensure the safety of food served to our customers.

Procedures: All employees in school foodservice must wash hands using the following steps:
Food employees shall clean their hands and exposed portions of their arms, including surrogate prosthetic devices for hands and arms, for at least 20 seconds and shall use the following cleaning method:
1. Rinse under clean, warm running water;
2. Apply soap and rub all surfaces of the hands, fingers, and fingertips, areas between the fingers, hands and arms for at least 10-15 seconds;
3. Rinse thoroughly with clean, warm running water for the remaining 10 seconds, resulting in a minimum of 20 seconds total for handwashing; and
4. Immediately follow the cleaning procedure with thorough drying of cleaned hands and arms using a single-use paper towel and/or a heated-air hand-drying device. (Turn off water with paper towel if applicable.)
5. Each hand sink, including bathroom hand sinks, should have a minimum water temperature of 100 degrees F within a reasonable time of 20 to 30 seconds of turning on the faucet. If not, place a work order with your Nutrition Services Secretary.

Food employees shall clean their hands in a hand sink or approved automatic handwashing facility and may not clean their hands in a sink used for food preparation, or ware washing, or in a utility sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste.

Hand Sanitizers:
Hand sanitizers may be used but does not take the place of proper handwashing.

Food Allergen Procedures:
A food allergen is a protein in a food or ingredient that some people are sensitive to. These proteins occur naturally. When enough of an allergen is eaten, an allergic reaction can occur. You must make sure that allergens are not transferred from food containing an allergen to the food that is to be eaten. This is called cross-contact.
Steps to avoid cross-contact:
1. Wash, rinse, and sanitize cookware, utensils, and equipment after handling a food allergen and before cooking a special meal.
2. Wash your hands and change gloves before prepping food and before prepping special meals.
3. Prep food for customers with food allergies in a separate area from other food or on a surface that is properly washed, rinsed, and sanitized.

All employees should wash their hands:
• When entering the facility before work begins.
• Immediately before preparing food or handling equipment.
• As often as necessary during food preparation when contamination occurs.
• In the restroom after toilet use, and again at the hand sink before returning to work.
• When switching between working with raw foods and working with ready-to-eat or cooked foods.
• After touching face, nose, hair, or any other body part, and after sneezing or coughing.
• After cleaning duties.
• Between each task performed and after changing disposable gloves.
• After smoking, eating, or drinking.
• Any other time an unsanitary task has been performed – i.e. taking out garbage, handling cleaning chemicals, cashiering, wiping tables, picking up a dropped food item, etc.
• Between washing dirty dishes and working with clean dishes.

The Manager will:
1. Monitor all foodservice employees to ensure that they are following proper procedures.
2. Ensure adequate supplies are available for proper handwashing.
3. Follow up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
GLOVE AND UTENSIL USE – SOP

Policy: Gloves and utensils will be used for handling all ready-to-eat foods and when there are cuts, sores, burns, or lesions on the hands of food handlers.

Procedures: All foodservice employees must:
1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
   • beginning each new task,
   • after carrying a box of food and/or non-food to and from work area,
   • they become soiled or torn,
   • they are in continual use for four hours, when a foodservice employee is finished handling raw meat and before handling cooked or ready-to-eat foods.
3. Use utensils, such as deli-tissue, spatulas, or tongs as an alternative to gloves when appropriate.
4. Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves should always be worn to protect the bandage and to prevent it from falling into food.

The Manager will:
1. Order gloves in appropriate sizes.
2. Purchase appropriate utensils for employees to serve with or utensils that customers can safely self-serve with.
3. Observe employees daily to ensure that they are following procedures.
4. Follow up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Section 2

Facility Use and Equipment
THERMOMETER USE AND CALIBRATION - SOP

Policy: Temperatures will be taken at all steps in the food flow including receiving, storing, preparing, cooking, transporting, and serving with calibrated thermometers to ensure the safety of food served to students.

Procedures: Employees involved in the production or service of food must take temperatures at critical steps throughout the flow of food using the following procedures:

How to Measure the Temperature of Food:
1. Always use a properly calibrated thermometer (calibrate thermometers on a daily basis, or whenever they are dropped or suffer a shock).
2. Wash, rinse, and sanitize the stem prior to, and after, taking the temperatures.
3. Insert the end of a clean thermometer into one of the following locations, depending on the type of food:
   a. the thickest part of the product for meat, poultry, or fish
   b. the center of the item
   c. between two packages of refrigerated or frozen packaged foods
   d. until at least 2 inches are submersed in milk and other liquids
   e. by folding the bag over the stem of the thermometer or probe for bulk milk or liquids
   f. sideways in a pan of beef crumbles so the probe is completely submerged.
4. Make sure the tip of the thermometer does not poke through the food or touch the bottom or sides of the pan.
5. Measure the temperature for at least 15 seconds, or until thermometer stabilizes.
6. Read thermometer and record temperature.
7. Wash, rinse, and sanitize stem of thermometer and store it in an accessible location.

Corrective Action:
1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. Immerse the food thermometer stem a minimum of 2 inches into a cup of ice water mixture, touching neither the sides nor the bottom of the container. Wait a minimum of 30 seconds before adjusting.
4. For an inaccurate digital thermometer without a reset button, replace the battery and attempt to re-calibrate it. If not successful, discard the thermometer.
5. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it and follow manufacturer's instructions for having the thermometer calibrated.
6. Retrain employees who are using or calibrating food thermometers improperly.

Verification and Record Keeping:
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Calibrating a Thermometer

To assure the accuracy of a thermometer, check and adjust if necessary, by comparing its temperature reading with the temperature of a known standard. This process is called calibrating a thermometer.

How often a thermometer is calibrated will depend on use. Calibrate a thermometer whenever it is dropped and when first purchased. If a thermometer is used frequently, calibrate it weekly or monthly. On the other hand, if it has been several months since it has been used, calibrate it before use.

Some thermometers can be calibrated by turning an adjusting nut under the head of the thermometer. Check manufacturer’s instructions. The easiest way to calibrate a thermometer is with the ice water method.

**Ice Water Method**

To use the ice water method:

1. Fill a large glass with finely crushed ice.
2. Add clean tap water to the top of the ice and stir well.
3. Immerse the food thermometer stem a minimum of 2 inches into the mixture, touching neither the sides nor the bottom of the glass.
4. Wait a minimum of 30 seconds before adjusting. TIP: For ease in handling, the stem of the food thermometer can be placed through the clip section of the stem-sheath and, hold the sheath horizontally, lowered into the water.
5. Without removing the stem from the ice, hold the adjusting nut under the head of the thermometer with a suitable tool and turn the head so the pointer reads 32 F.
Sanitizing Solution with Bleach- SOP

Policy: The sanitizing solution must have a minimum surface contact time of two minutes at a concentration between 50-200ppm. The temperature of the water must be lukewarm when preparing sanitizer solution.

Procedures: Employees involved in cleaning and sanitizing the kitchen must follow these procedures to ensure that the sanitizing solution maintains the required concentration needed to properly sanitize surfaces and help prevent food from becoming contaminated:

1. Prepare solution by filling bucket with lukewarm water.
2. Measure and add bleach to water according to label instructions.
3. Test the sanitizer concentration by using the chlorine test strips. Stir the solution and dip the strip into the solution quickly.
4. Compare the color of the strip with the guide on the outside of the test strip package to determine the solution concentration. Solution concentration must be between 50-200 ppm.
5. Adjust the concentration of the solution, if needed, and retest with a test strip.
6. Prior to sanitizing, surfaces must be washed with soapy water and rinsed.
7. Wipe non-porous inanimate surfaces and let air dry.
8. Wiping cloth must be held in sanitizing solution between uses. Wiping cloths must be changed out daily or when soiled.
9. Containers must be labeled as to their content and their intended use.
10. Store all sanitizing solution away from food.
11. Make a new sanitizing solution 3 times per day or if the solution becomes dirty. Before breakfast, before lunch and then again after lunch to sanitize all surfaces.
12. Sanitizers shall be mixed and used according to the label instructions, including concentration and contact time. Refer to label for additional directions.

The manager will:

1. Check the sanitizing solution concentration to ensure that it is between 50-200ppm.
2. Follow up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
MACHINE WAREWASHING - HIGH TEMPERATURE - SOP

Policy: All preparation serving dishes and serving utensils are washed, rinsed, and sanitized after each use. The machine for ware washing will be checked prior to each meal period to ensure that it is functioning properly. Disposable silverware, trays, cups, and other one-time use items MAY NOT be run through the dish machine. These items are to be disposed of after they are used and become soiled.

Procedures: Employees who use the ware washing machine will be responsible for knowing how to use the machine, document its proper operation, and properly maintain it after use. Steps include:

1. Fill dish machine tanks using the automatic filler prior to use.
2. Run dish machine for 10 minutes after being filled, but prior to being used for dishes, to heat water.
3. Verify that Wash and Rinse dispensers have enough products for the day’s use.
4. Scrape and rinse all items before placing them in the machine.
5. Load dishwasher racks. Avoid overloading or improper loading.
6. Place rack in machine and close door. Check that the wash cycle is maintaining at least 150°F and runs for a minimum of 2 minutes.
7. Record the temperatures for the wash and final rinse cycles on the Dish machine temperature log. Temperatures should be at least:
   a. Wash - 150°F and runs for a minimum of 2 minutes
   b. Final rinse - 180°F. For stationary-rack, single-temperature machines, the rinse must be at least 165°F. Final temperature should not exceed 194°F.
   c. Minimum water pressure for final rinse should be at 15-25 psi
8. Run racks of dishes and utensils through the dish machine.
9. Remove dishes from machine and allow to air dry completely.
10. Always wash hands after handling dirty dishes and before handling clean dishes.

The Manager will:

1. Verify that the ware washing machine is functioning properly.
2. Check temperatures recorded on temperature log to ensure that temperatures meet standards and that they are recorded daily.
3. Follow-up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Manual Ware Washing in a 3-Compartment Sink-SOP

**Policy:** All soiled equipment and utensils must be washed, rinsed, and sanitized after each use. The warewashing sinks must be checked prior to use to ensure chemical concentrations or sanitizing temperatures are adequate. Three compartment sinks must be used for cleaning dishes when the ware washing machine is not operating properly, either due to improper temperatures or improper sanitizing concentrations.

**Procedures:** Employees who use ware washing sinks will be responsible for knowing how to use them properly and document concentrations and/or temperatures. Steps include:

1. Monitor employees using ware washing sinks that they are being used properly.
2. Check **Temperature Log** to ensure that the chemical concentrations meet standards and are recorded when Ware washing takes place. Check the temperature log to ensure the water temperature meets standards and is recorded when Ware washing takes place.
3. Follow up as necessary.

**Corrective Action**  
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**  
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.

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<td>75-90°F and</td>
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<td>Soapy Water</td>
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<td>50-200ppm (Chlorine solution)</td>
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****Immerse for at least two minutes****
Manual Ware Washing:
3 Compartment Sink Setup

1. Wash in Soapy Water at least 110°F
2. Rinse in Clear Water at least 110°F
3. Sanitize in Chlorine water (50-200 ppm) at least 75-90°F
4. Immerse in Sanitizer Water for at Least 30 seconds
5. Air Dry
ICE MACHINE USAGE AND CLEANING -SOP

Policy: Ice is handled in a manner to ensure safety.

Procedures: Employees involved in production or service must observe the following procedures to ensure the safety of ice used in foodservice:

1. Wash hands before handling scoop or portioning ice.
2. Use a scoop to transfer ice to a clean and sanitized container. Use only plastic scoops that are National Sanitation Foundation (NSF) approved for ice handling. The scoop should be stored in a sanitary manner adjacent to the ice machine. It should never be stored in the ice storage bin. Scoop should be cleaned and sanitized daily. Do not use ice scoops for anything other than ice.
3. Avoid using bare hands or inserting a glass directly into the ice storage bin. Cross contamination or introduction of a physical hazard (glass) could occur.
4. Store and transport ice in clean, designated containers only. Do not use containers that formerly held chemicals or raw foods.
5. Discard ice used for display (salad bars) or ice baths. Do not use for consumption.
6. Never store anything other than ice in the ice machine.
7. Always ensure the lid of the ice machine is closed when not in use.
8. Ensure that ice is in good condition daily. Dispose of ice when it has started to melt or has been contaminated.
9. The ice machine must be emptied and thoroughly cleaned and sanitized, at minimum, 2 times per year and as needed. Mandatory times to clean are:
   a. Before winter break.
   b. At the end of the school year.
10. Wash, rinse, and sanitize parts of ice machine considered “food contact surfaces”.
    a. Turn the ice machine to “off”.
    b. Let the machine thaw out and the water drain.
    c. Wash, rinse, sanitize, and allow the inside of the ice machine to air-dry.
    d. Turn the ice machine back on so it will re-fill with ice.
    e. Record date of cleaning and employee initials on the Cleaning Duties Worksheet.

The Manager will:
1. Monitor employees to ensure that proper ice handling techniques are being followed.
2. Ensure the ice machine is cleaned two times per year, at minimum, and that this is documented on the cleaning duties worksheet. The cleanliness of the ice machine should be checked monthly and this should be documented on the cleaning duties worksheet.
3. Provide training and tools for employees to properly clean and sanitize.
4. Follow up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
KITCHEN CLEANING SCHEDULE GUIDE - SOP

Purpose: To ensure all kitchens are cleaned regularly.
Below are kitchen cleaning duties and the frequency in which they should be completed. Some kitchens may need to complete these duties more frequently. Surfaces must first be cleaned and rinsed before being sanitized.

Daily Cleaning Duties:
- Sweep the floor, including under equipment; mop kitchen and place Wet Floor signs
- Clean and sanitize inside/outside all serving lines (No delimer is to be used in steam wells)
- Clean glass/sneeze guards on all serving lines
- Clean and sanitize outside of all kitchen equipment, including milk coolers
- Clean and sanitize sinks
- Wash off dishwasher traps and other removal parts
- Drain water in steamer (some schools will just need to wipe the steamer out)
- Clean and sanitize condiment table/cart
- Clean and sanitize computer carts, touch screens, and pin pads with special cloth and special cleaning fluid
- Clean water beverage container
- Clean nail brushes daily - place in a clean sanitation bucket
- Clean restroom - sinks, toilet, floors, etc.
- Sweep/mop refrigerator, storeroom area, and sweep freezer

Weekly Cleaning Duties:
- De-lime the inside of dishwasher (may need to be done more often)
- Clean and de-lime outside of dishwasher (may need to be done more often)
- De-lime steamer (inside area you can see—DO NOT de-lime internal parts)
- Clean hot wells using vinegar or cream of tartar and rinse
- Clean and sanitize milk cooler and clean out drain
- Clean and sanitize all spray nozzles in kitchen
- Clean and sanitize inside of Warmer
- Wipe off tops of stoves and Warmers
- Clean and sanitize kitchen shelves
- Spray out inside of trash cans in mop sink area or dish room
- Wash floor mats in dishwasher at the end of the day (clean/de-lime afterwards)
- Clean floor drains
- Clean and sanitize kitchen office including your computers and office phone

Monthly Cleaning Duties:
- Clean and sanitize inside/outside ovens
- Clean walls in prep area and dish room, including pipes
- Clean and sanitize bun racks, bun rack covers, and bread racks
- Check cleanliness of ice machine

Recommendations for Cleaning up After Rodents:
- When beginning, it is important that you do not stir up any dust by sweeping or vacuuming up droppings, urine, or nesting materials.
- Wear rubber, latex, or vinyl gloves when cleaning urine and droppings.
- Spray the urine or droppings with Bleach water and let soak for 10 minutes.
• Use a paper towel to pick up the urine and droppings and dispose of the waste in the garbage.
• After the urine and droppings have been removed, disinfect items that might have been contaminated by rodents or their urine or droppings.

2 Times a Year Cleaning Duties:
• Clean and sanitize ice machines-follow the HACCP policy procedure “Ice Machine Usage & Cleaning.”
Section 3

Receiving
RECEIVING - SOP

Policy: All food should be checked for proper conditions as it is received in the facility.

Procedures: Employees receiving food should:

General Delivery Principles:
1. Prior to deliveries, organize storage spaces, staging areas and loading docks.
2. Receive only one delivery at a time from approved suppliers.
3. Observe delivery trucks upon arrival to ensure they are clean, free of putrid odor and that trucks are refrigerated.
4. Evaluate quality of products by odor, sight, and touch. Products must meet order specifications from invoice, order guide, and quality requirements.
5. Remove Time/Temperature Control Foods from the temperature danger zone (41°F to 135°F), and place in storage areas as quickly as possible.
6. Record the date received, price and from what vendor on the outside of each package and a use-by date if applicable.
7. Use first in first out (FIFO) rotation of products in storage areas to assure oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates.
8. Accept only pasteurized dairy products.
9. Keep products in original packages until use, if possible.

Receiving Frozen and Refrigerated Foods:
1. Check temperatures with a calibrated thermometer and record accordingly.
2. Take temperatures of a refrigerated item, a frozen item, cut produce item, and a milk carton immediately when the vendor(s) delivers the food. For cut produce, such as lettuce, take the temperature between two bags to preserve the quality of the product.
3. Time/Temperature Control for Safety foods (TCS), including cut leafy greens and cut melon, must be received at 41°F or below.
4. Reject refrigerated products that are above 41°F.
5. Reject frozen products that do not appear solid or show signs of thawing and/or shows signs of re-freezing (i.e., ice crystals).
6. Do not accept the delivery if unacceptable items were found during the delivery with the delivery personnel present.
7. Place the acceptable products in the refrigerator or freezer quickly.
8. Any refrigerated or frozen products that are found unacceptable in refrigerators or freezers must be reported to the kitchen manager.

Receiving Dry Goods and Cans:
1. Check dry goods for leaks, flaws, or broken packages. Dry goods should be dry, free of mold, and free of insects.
2. Inspect cans for leaks, dents, bulges, and other visible signs of damage.
3. Reject dry goods that are unacceptable.
4. Reject cans that are unacceptable.
5. Do not accept the delivery if unacceptable items were found during the delivery with the delivery personnel present.
6. Any dry goods or cans that are found unacceptable in the dry storage room must be reported to the kitchen manager.
7. Dented cans must also be logged on the Dented Can Tracking Form. This form must be turned in annually in February to your CSI Nutrition Manager.

The Manager will:
1. Ensure that all foods come from approved vendors and sources.
2. Ensure staff is trained to receive deliveries.
3. Assure that no home-prepared foods are accepted or used.
4. Check documentation to ensure proper procedures are being followed.
5. Follow-up with staff as necessary.
6. File HACCP records.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Severely Dented Cans
# RECEIVING GUIDELINES

<table>
<thead>
<tr>
<th>Item</th>
<th>Accept</th>
<th>Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen items</td>
<td>➢ Temperatures at 32°F or below <strong>AND</strong></td>
<td>➢ Temperature above 32°F</td>
</tr>
<tr>
<td></td>
<td>➢ Food appears to be frozen</td>
<td>➢ Large ice crystals or other signs of thawing</td>
</tr>
<tr>
<td>Refrigerated items</td>
<td>➢ Temperature at 41°F or below</td>
<td>➢ Temperature greater than 41°F</td>
</tr>
<tr>
<td>Dairy products (milk, yogurt, cheese, sour cream)</td>
<td>➢ Temperature at 41˚F or below</td>
<td>➢ Item received past the expiration date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Temperature greater than 41˚F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Item received past the expiration date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Unpasteurized dairy foods</td>
</tr>
<tr>
<td>Cut melon and cut leafy greens</td>
<td>➢ Temperature at 41˚F or below for Time/Temperature Control for Safety Food</td>
<td>➢ Temperature greater than 41˚F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Pre-packaged produce without a 7-day usage date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Items that appear frozen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Product received on or past use by date</td>
</tr>
<tr>
<td>Other fruits and vegetables</td>
<td>➢ Temperature may be received at 41°F or above</td>
<td>➢ Pre-packaged produce without a 7-day usage date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Items that appear frozen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Items that appear abused by temperature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Product received on or past use by date</td>
</tr>
<tr>
<td>Canned goods</td>
<td>➢ Cans with no signs of deterioration</td>
<td>➢ Cans with swollen sides or ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Cans with flawed seals or seams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Dented or rusted cans</td>
</tr>
<tr>
<td>Packaged items</td>
<td>➢ Packages with no signs of contamination</td>
<td>➢ Punctured packages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Products that show signs of contamination: bubbling, excessive liquid, tears, and slime</td>
</tr>
</tbody>
</table>

- If any foods are deemed unacceptable, refuse the product from the vendor and immediately notify the kitchen manager.
- Record receiving temperatures using a bi-metallic thermometer and record the receiving temperature on the Receiving Log.
- Label and date all items and use the First in First out (FIFO) method.
- Time/Temperature Control for Safety foods (TCS).
STORAGE - SOP

Policy: All food, chemicals, and supplies should be stored in a manner that ensures quality and maximizes safety of the food served to children.

Procedures: Employees who receive and store food will maintain the storage areas: including dry, refrigerated, and freezer storage, by following these steps:

Storage upon Receiving:
1. Place foods into appropriate storage areas immediately upon receipt in the following order:
   a. 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
      - Fish and seafood items
      - Whole cuts of raw beef
      - Whole cuts of raw pork
      - Ground or processed meats
      - Raw poultry
   
   b. Frozen foods
   c. Dry foods
2. Keep all food items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning and 18" below the ceiling.
3. Store food out of direct sunlight.
4. Place chemicals and supplies in appropriate storage areas, away from food.
5. Rotate goods when placing them in storage by placing the new items behind the old items to ensure that the older items are used first (First In, First Out inventory rotation)
6. Make sure all goods are dated with receiving date and use-by date.
7. Store food in original container if the container is clean, dry, and intact. If necessary, food is repackaged in clean, well-labeled, airtight containers. This can also be done after a package is opened. Food is NEVER put in chemical containers and vice versa.
8. Store Time/Temperature Control for Safety foods (TCS) no more than 2 days at or below 41°F from date of preparation.
9. Store pesticides and chemicals away from food handling and storage areas. They must be stored in original, labeled containers.

Storeroom Sanitation:
1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination – away from ware washing areas and garbage rooms.
2. Dispose of items that are beyond the expiration dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning and 18" below the ceiling.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the unit manager.

Temperature Control:
1. Check the temperatures of all refrigerators and freezers at the beginning of shift and before you leave in the afternoon. This includes both internal and external thermometers. Calibrate internal thermometer on a daily basis, or whenever they are dropped or suffer a shock.
   a. Refrigerator temperatures should be between 34 and 39°F. If any refrigeration unit is registering warmer, it should be determined if the unit is in a defrost cycle. If the temperature drops below 30°F or rises above 40°F and stays there (this may take some monitoring to determine), notify the Kitchen manager so the equipment can be fixed.
b. Freezer temperatures should be between -10°F and 0°F. If any freezer is registering above 10°F, determine if the freezer is in a defrost cycle. If the freezer nears 20°F and is warming, report it to the Kitchen Manager. Or in her absence, please call your CSI Nutrition Manager.

c. In the event refrigerator/freezers go into a high alarm, please contact your CSI Nutrition Manager to determine if food can be saved.

2. Check storeroom (dry storage) temperatures at the beginning of the shift and before you leave in the afternoon. The temperature should be between 50 and 70°F. If it is not in that range, notify the Kitchen Manager.

3. Record temperatures on the temperature log.

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.

**The Manager will:**
1. Record equipment temperatures on logs daily.
2. Will ensure the bi-metallic internal thermometer is calibrated daily.
3. Review logs to make sure there are no temperature deviations.
4. Document all corrective actions taken on the appropriate forms.
5. Ensure proper storage of food.

**The Field Manager will:**
1. Periodically monitor logs for freezer/refrigerator temperatures.
2. Follow up on all reported problems.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**
CSI Nutrition Manager will complete the Food Safety to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
THAWING FOODS - SOP

**Policy:** All foods will be thawed using appropriate practices to ensure food safety.

**Procedures:** Steps for thawing food include:

1. Use one of the three acceptable methods for thawing food:
   a. Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
   b. Thaw foods needed for immediate service out of package under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
   c. Thaw the product in the microwave if product will be cooked immediately.
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. Do not refreeze thawed foods.

**The Manager will:**

1. Review procedures to assure they are done correctly.
2. Take corrective action as necessary.
3. Follow-up as necessary.

**Corrective Action:**

1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**

CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
COOKING FOOD - SOP

Policy: All foods will be cooked using appropriate practices and procedures to ensure safety. This includes properly cooking foods to required internal temperatures and taking and recording temperatures.

Procedures: Employees involved in the production of food must complete the following steps:

Prepare Hot Foods:

1. Cook hot foods to these minimum end-point temperatures or higher. Avoid over-cooking. Use a calibrated thermometer to check product temperature in thickest part of the item. Let thermometer temperature stabilize prior to recording temperature.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Ready-to-eat commercially processed and packaged foods</td>
<td>150°F for 15 seconds or per recipe, held above 135°F</td>
</tr>
<tr>
<td>Poultry</td>
<td>165°F for 15 seconds</td>
</tr>
<tr>
<td>Stuffing, stuffed meats, casseroles, and other dishes combining raw and cooked foods</td>
<td>165°F for 15 seconds</td>
</tr>
<tr>
<td>Time/Temperature Control for Safety foods (TCS) cooked in microwave</td>
<td>165°F; let food stand for 2 minutes after cooking, stir during cook process</td>
</tr>
<tr>
<td>Ground or flaked meats</td>
<td>155°F for 15 seconds</td>
</tr>
<tr>
<td>Mechanically tenderized meats</td>
<td>155°F for 15 seconds</td>
</tr>
<tr>
<td>Pork</td>
<td>145°F for 15 seconds</td>
</tr>
<tr>
<td>Beef and pork roasts</td>
<td>145°F for 4 minutes</td>
</tr>
<tr>
<td>Beef steaks, veal, lamb</td>
<td>145°F for 15 seconds</td>
</tr>
<tr>
<td>Commercially raised game animals</td>
<td>145°F for 15 seconds</td>
</tr>
<tr>
<td>Fish and foods containing fish</td>
<td>145°F for 15 seconds</td>
</tr>
<tr>
<td>Shell eggs (for immediate service) (If it is not fully cooked use pasteurize eggs)</td>
<td>145°F for 15 seconds</td>
</tr>
</tbody>
</table>

2. Take end-point cooking temperatures.
3. Reduce holding time of foods before serving by using batch cooking.
4. To avoid poor food quality, the final cooking temperature should not be taken more than 45 minutes prior to the food being served.
5. Allow temperature of cooking equipment to return to required temperatures between batches.
6. Do not use hot holding or serving equipment to cook or reheat foods.
7. Expose food ingredients to room temperature for two hours or less, or food items should be returned to the refrigerator. Total time of food at room temperature shall not exceed four hours.
8. Prepare products that will not be cooked or heated away from other products.

Take Temperatures:
1. Use a calibrated thermometer to take temperatures of all Time/Temperature Control for Safety foods (TCS) products, with each batch.
2. Wash, rinse, and sanitize the thermometer stem prior to and after taking the temperatures of food.
3. Take temperatures in the thickest part of a food item (usually the center). Two readings should also be taken in different locations to assure thorough cooking to the appropriate temperature.
4. Record the end-point cooking temperature with the calibrated thermometer on the food temperature log.
5. If recommended temperature is not met, continue cooking.

The Manager will:
1. Review logs daily to ensure that temperatures and corrective actions are being met.
2. Take corrective action as necessary.
3. Follow-up as necessary.
4. File logs with HACCP records.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
TASTING METHOD - SOP

Policy: All foodservice employees will use the correct and sanitary tasting method to prevent contamination and ensure food safety.

Procedures: All employees in school foodservice must taste semi scratch or scratch prepared items. Taste testing should be done upon completion of preparing the recipe.

Use a Transfer Tasting Method:
1. Remove a sample of a product from the container with one spoon.
2. Transfer the product sample onto a second spoon or bowl, away from the original food container or preparation area.
3. Sample the product by tasting.
4. Never re-use a used spoon. Note: If transferring to a spoon always use two spoons to ensure sanitary practices are being followed and the product is not contaminated.

The Manager will:
1. Observe the food tasting practices of employees.
2. Follow-up as necessary.

Corrective Action:
1. If the recipe is not correct plan adjustments prior to serving.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
HOLDING FOOD - SOP

Policy: All hot foods will be held hot at 135°F or above and cold foods will be held cold at 41°F or below. Temperatures of foods will be taken routinely to ensure proper temperatures are maintained throughout holding to ensure the safety of the food served to children. Any conflict between food quality and food safety must always be decided in favor of food safety. When in doubt about the safety of food, throw it out.

Procedures: Employees involved in the production or service of food must:

Holding Hot Foods:
1. Prepare and cook foods needed for service (i.e. Use batch cooking).
2. Use hot-holding equipment that can keep hot foods at 135 °F or higher.
3. Follow manufacturer’s instructions in using hot-holding equipment.
4. Keep foods covered to retain heat and to keep contaminants from falling into food.
5. Measure internal food temperatures at least every two hours using a probe thermometer. Record temperatures on the Food Temperature Log. Let thermometer stabilized prior to recording. If temperatures are below 135°F, reheat to 165°F.
6. Discard hot foods after four hours if they have not been properly held at or above 135°F.
7. Do not mix freshly prepared foods with foods being held for service.

Holding Cold Foods:
1. Use cold-holding equipment that can keep cold foods at 41°F or below.
2. Measure internal food temperatures at least every two hours using a probe thermometer, record temperatures on the Food Temperature Log. Let temperatures stabilized prior to recording. If temperatures are above 41°F, then refrigerate.
3. Protect cold foods from contaminants with covers or food shields.
4. Discard cold potentially hazard foods after four hours if they have not been properly held at 41°F or below.
5. Place cold foods in pans or on plates first, never directly on ice. The only exceptions are whole fruits and vegetables that will be washed after holding.
6. Ice used on a display should be self-draining. Wash and sanitize drip pans after each use.

The Manager will:
1. Review logs daily to ensure temperatures and corrective actions are being met.
2. Follow-up as necessary
3. Turn in the temperature logs monthly to the Nutrition Services Office.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
WASHING FRUITS AND VEGETABLES - SOP

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

Procedures: Foodservice employees who prepare or serve food will:
1. Wash hands with soap and warm water using the proper procedure.
2. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce; such as cutting boards, knives, and sinks.
3. Put single use gloves on prior to washing and cutting produce.
4. Remove produce labels and 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.
5. Wash fresh produce vigorously under cold running water. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
6. Scrub the surface of firm fruits or vegetables, such as apples or potatoes, using a clean and sanitized brush designated for this purpose. Also, scrub the outside of melons well using a brush.
7. Remove any damaged or bruised areas.
8. Label, date, and refrigerate fresh-cut items served in bowls or pans. Fresh cut fruit or vegetables should be served the same day. If these items are not served the same day, cover the tray and label with the date prepared and use the next day first.
9. Serve cut melons and cut leafy greens within 2 days if held at 41 °F or below. Discard melons and leafy greens after seven days if they are not served.

The Manager will:
1. Visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. Check the quality of fruits and vegetables daily to ensure they are serving quality foods.
2. Discard cut melons and cut leafy greens held after seven days.
3. Retrain any foodservice employee found not following the procedures in this SOP.
4. Follow-up with their Field Manager as needed.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
PREPARING COLD FOODS – SOP

**Policy:** Temperatures of all cold foods will be taken during preparation to ensure safety of all food served to children. All foods will be prepared using appropriate practices and procedures to ensure safety and sanitation.

**Procedures:** Employees preparing cold food should:

**Take Temperatures:**
1. Use a calibrated thermometer to take the temperatures of all Time/Temperature Control for Safety foods (TCS) products.
2. Wash, rinse, and sanitize the thermometer stem prior to, and after, taking the temperatures of food.

**Prepare Cold Foods:**
1. Pre-chill ingredients for foods served cold (sandwiches and salads) at 41°F or below before combining.
2. Discard thawed Time/Temperature Control for Safety foods (TCS) that have been above 41°F for more than four hours.
3. Discard cold potentially hazard foods after four hours if they have not been properly held at 41°F or below.

**Maintain Food Contact Surfaces:**
1. Food contact surfaces should be smooth, easily cleaned and sanitized, and appropriate material.
2. Clean and sanitize all food contact surfaces prior to and after use. Cleaning and sanitizing steps must be performed separately to be effective.

**Prepare Foods:**
1. Prepare foods at room temperature in two hours or less or the food item should be returned to the refrigerator. Total time of food at room temperature shall not exceed four hours.
2. Prepare raw products away from other products.
3. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in food preparation.

**The Manager will:**
1. Monitor preparation procedures daily.
2. Take corrective action as necessary.
3. Follow-up as needed.
4. File logs in HACCP records.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Methods for Documenting HACCP Process Category- SOP

Policy: HACCP Process Categories identify how many times food goes in and out of the temperature danger zone. Nutrition Employees will follow these processes to ensure food is kept safe.

Procedures: Employees preparing food should be aware of the following:

1. The processes consist of process 1- no cook, process 2- cook and serve same day, and process 3- cook, cool, reheat, and serve, (also known as, complex).
2. HACCP process posters will be in each kitchen which identify each process and the critical control points associated with each.
3. HACCP Processes are identified on the recipes and on the menu worksheets.
4. Staff will understand each of the 3 processes and will comply with critical control points associated with each.

Manager will:
1. Train staff where HACCP Process posters are in their kitchen.
2. Ensure staff are trained to keep food safe within the guidelines of each process.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
SERVICE OF FOOD - SOP

Policy: All food will be served in a manner to ensure food safety.

Procedures: Employees involved in the service of food must observe the following procedures:

Cleaning/Sanitation:
1. Clean the area on and around the service line using warm, soapy water, then rinse with clean, warm water.
2. Sanitize the area on and around the service line, using an approved sanitizer.
3. Wipe down area before service begins, and as needed throughout service.
4. Cloths used for cleaning food spills should not be used for anything else.

Service Utensils/Service ware:
1. Store utensils properly with the handle extended above the container or on a clean, sanitized food-contact surface.
2. Use serving utensils with long handles to keep hands away from the food item.
3. Clean and sanitize utensils before using them and use separate utensils for each food item.
4. Handle trays/dishes/utensils properly. These items shall be air-dried before stored or shall be stored in a self-draining position.
5. Hold flatware and utensils by the handles.

Practice Good Personal Hygiene:
1. Wash hands before handling place settings or food.
2. Never touch cooked or ready-to-eat foods with bare hands. Always use single use gloves or utensils.
3. Never touch food with bare hands. Serve with tongs or gloves.
4. Wash hands between each different task. For example, if the same employee is loading dirty dishes and taking out clean dishes, a thorough handwashing must be done between the two tasks. Hand dips are not acceptable.

Food Allergen Procedures:
A food allergen is a protein in food or ingredient that some people are sensitive to. These proteins occur naturally. When enough of an allergen is eaten, an allergic reaction can occur. You must make sure that allergens are not transferred from food containing an allergen to the food that is to be eaten. This is called cross-contact.

Steps to avoid cross-contact:
1. Wash, rinse, and sanitize cookware, utensils, and equipment after handling a food allergen and before cooking a special meal.
2. Wash your hands and change gloves before prepping food and before prepping special meals.
3. Prep food for our customers with food allergies in a separate area from other food or on a surface that is properly washed, rinsed, and sanitized.

Service:
1. Take and record temperatures. Please refer to the procedure in the “Thermometer Use and Calibration” policy.

The Manager will:
1. Supervise employees to ensure proper service techniques are being followed.
2. Review logs daily to ensure temperatures and corrective actions are being met.
3. Follow-up as necessary.
4. File logs with HACCP records.
Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
SERVICE TEMPERATURES - SOP

**Policy:** Temperatures of all hot and cold foods are taken during service to ensure that foods are maintained at appropriate temperatures.

**Procedures:** Employees who set up the service line and serve food must follow these procedures:
1. Use a calibrated thermometer to take temperatures of food products at time of service.
2. Wash, rinse, and sanitize the thermometer stem prior to taking the temperatures of food.
3. Wait for thermometer to reach stable temperature before recording.
4. Take temperatures of all hot Time/Temperature Control for Safety foods (TCS) as soon as they are put on the serving line, or just before service. Take temperatures of all cold Time/Temperature Control for Safety foods (TCS) as they are put on the serving line (or salad bar) no more than 20 minutes prior to breakfast and the first lunch. Take temperature of milk before the serving line begins.
5. Use a calibrated bi-metallic stemmed thermometer and record the temperature on the Food Temperature Log.
6. Make sure all temperatures are within the critical limits:
   - Hot foods are at 135°F and above
   - Cold foods are at 41°F and below
7. Take corrective action, if needed. If hot foods are below 135°F, they must be reheated in the oven to 165°F before putting on the service line.
8. Take corrective action, if needed. If cold foods are 41°F or above, they must be chilled to 41°F or below.
9. Repeat the procedures for taking temperatures midway through the meal service.

**Condiments:**
Condiments that contain milk or egg products are required to remain at 41°F or below during lunch service. Note, Portion Control (PC) items, such as mayo packets, are shelf stable.

**Tempering Milk:**
1. Open carton of milk and take the temperature. (The temperature should be at 41°F or below)
2. Place the opened carton of milk in a zip lock bag or similar bag labeled “DO NOT TAKE.”
3. Place the labeled carton of milk back in the milk cooler in an area where students will not take it.
4. Use this carton of milk to temp at breakfast, before lunch and midway through lunch.
5. Discard the milk carton at the end of the day.
6. Only reuse the carton of milk if it is within the proper temperature. If it is not, get a different milk and practice the proper corrective action to ensure all milk is at the proper temperature.

**The Manager will:**
1. Check the logs daily to ensure that they are completed and that the temperatures are appropriate.
2. Review the Food Temperature Log to see if there were temperature deviations.
3. Check corrective action taken to determine if it was appropriate.
4. Follow-up as necessary.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.
Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
COOLING FOODS - SOP

**Policy:** When cooked food will not be served right away (or food is left over and can be saved), it must be cooled as quickly as possible to prevent microbial growth. Temperatures will be taken during the cooling process to make sure time and temperature standards are met to ensure the safety of food served to children.

**Procedures:** Employees involved in the cooling process of food must observe the following procedures:

- **Two-stage method** (*recommended by the FDA Model Food Code and required by Colorado Retail Food Establishment Rules and Regulations)*
  1. Cool hot cooked food from above 135°F to 70°F or lower within two hours, and then cool down to 41°F or lower within an additional four hours, for a total cooling time of six hours using appropriate procedure.
  2. Take temperatures at the two- and six-hour intervals to make sure appropriate temperatures were reached.
  3. Reheat food to above 165°F if food has not cooled to 41°F in six hours.

*NOTE: The reason the two-stage method allows six hours to cool is that in the first two hours of cooling the food is passed through the most dangerous part of the temperature danger zone where the growth of microorganisms is ideal.*

**Factors that Affect how Quickly Foods will Cool Down:**

1. Size of the food being cooled – the thickness of the food or distance to its center plays the biggest part in how fast a food cool's down.
2. Density of the food – the denser the food, the slower it will cool. Chili will take longer than chicken noodle soup.
3. Container in which a food is stored – stainless steel transfers heat from foods faster than plastic. Initially, loosely wrap food items. Shallow pans allow the heat from food to disperse faster than deep pans.
4. Size of container.

Food may not move through the temperature danger zone fast enough if the food is still hot when placed in the cooler or freezer or kept in bulk. The hot food may also raise the temperature of the surrounding food items, placing them in the temperature danger zone (41°F-135°F).

Listed below are a few methods which can be used to cool foods more quickly. The methods can be used alone, or in combination, to cool foods quickly.

**Methods for Cooling Foods:**

1. Reduce the quantity of the food being cooled – cut large food items into smaller pieces or divide large containers of food into smaller containers, cover containers and place in cooler or freezer.
2. Use ice-water baths – divide the cooked food into shallow pans or smaller pots, then place them in ice water and stir food items frequently.
3. Use a steam-jacketed kettle as cooler – simply run cold water through the jacket to cool the food in the kettle.
4. Stir food products to cool them faster and more evenly – ice paddles (plastic paddles that are filled with water and frozen) and chill sticks can be used to stir foods through the cooling process. Stirring food with these cold paddles chills foods very quickly.

**The Manager will:**

1. Review temperature logs to ensure the temperatures and corrective actions are being met.
2. Follow-up as necessary.
Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Leftovers/Reheating of Time/Temperature Control for Safety Food SOP

Policy: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature. This applies to all foodservice employees who prepare or serve food.

Procedures: Careful planning shall always be practiced minimizing over production which causes leftover food. Leftovers remaining after each day’s operation shall be handled and stored to prevent contamination. Food items that meet strict food safety standards may be retained and offered for re-service the next day.

Leftovers

The Manager will:

1. All food leftover after a meal service is finished must be recorded on the daily production record.
2. Foods that are not suitable for future service should be discarded immediately and recorded on the daily production record as discarded.
3. Foods that are going to be stored for future service must be returned to safe temperatures. Cool hot cooked food from 135°F-70°F or lower within 2 hours, and then cool down to 41°F or lower with an additional four hours.
4. Both cold and hot foods should be covered and placed in the cooler to speed cool down of internal temperature to 41°F or below.
5. Hot foods should be placed in shallow steam table pans to speed cool down.
6. All leftover foods that are being stored for future service should be marked with a date marking label that lists the food item, and date prepared and served the next day.
7. Annotate on leftover log sheet, food item and portion sizes that are leftover.
8. No leftover food should leave the kitchen for any reason.
9. It is not permissible to give away leftover food to individuals.

Reheating of Time/Temperature Control for Safety Food

The Manager will:

1. Train Foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Heat processed, ready-to-eat foods from a package or can, such as green beans or prepackaged breakfast burritos, to an internal temperature of at least 150°F for 15 seconds for hot holding.
3. Reheat the following products to 165°F for 15 seconds:
   A. Any food that is cooked, cooled, and reheated for hot holding.
   B. Leftovers reheated for hot holding.
   C. Product made from leftovers, such as soup.
   D. Precooked, processed foods that have been previous cooled.
4. Reheat all food rapidly.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Corrective Action:
1. Retrain any Foodservices employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach, the required temperature.

Verification and Record Keeping:
Foodservice employees will record product name, time, the two temperatures/times and any corrective action taken on the production sheet. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during their shift. The temperature logs are kept on file for a minimum of 1 year.
LEFTOVER FOOD TO NON-PROFIT ORGANIZATIONS TO FEED THE NEEDY - SOP

Policy: Leftover cold food from Nutrition Services will be released to charitable non-profit organizations to assist community members in need.

Procedures: Schools may release leftover food from their School Breakfast and Lunch Program to their local foodbank under the following conditions:

1. Good meal production planning is followed to ensure that one meal per child is produced.
2. The leftover food cannot be used in the foodservice program and would otherwise be thrown away.
3. State and local health codes are followed.

The Procedure for the Kitchens:

1. Food will be stored in a container provided by the local food bank. The container will be used exclusively for the leftover food that will be provided to the food bank.
2. Food will be labeled and dated as to what the food item is, and date utilized.
3. Container will be stored in the walk-in cooler and labeled “Food Bank”.
4. Food bank will arrange a pick-up time with the Kitchen Manager. The pick-up time should not interfere with school meal serving times (including breakfast and lunch).

Manager will:
1. Store and label food properly.
2. Follow-up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
TRANSPORTATION OF FOODS FROM SCHOOL KITCHENS  
TO SATELLITE LOCATIONS - SOP

Policy: Food will be transported to satellite locations in a manner to ensure its quality and safety.

Procedures: Foodservice employees involved in the production or transportation of food from a central kitchen to a satellite location must be responsible for the safety of food handled. Steps include:
Using approved carriers to transport food. Cardboard boxes or crates are not acceptable. The carrier must be designed to maintain cold food temperatures at 41°F or below and hot food temperatures at 140°F or above.
1. Preparing the food carrier before use:
   a. Ensure all surfaces of the food carrier are clean.
   b. Wash, rinse, and sanitize the interior and exterior surfaces prior to use.
   c. Pre-heat or pre-chill the food carrier according to the manufacturer’s instructions. Nylon, Styrofoam, and some plastic insulated containers do not need to be pre-heated; doing so would destroy the materials.
2. Storing food in containers suitable for transportation. Containers should be:
   a. Rigid and sectioned so foods do not mix.
   b. Tightly closed to retain proper food temperatures.
   c. Nonporous to prevent leakage.
   d. Approved to hold food.
3. Using a calibrated thermometer, food temperatures must be taken and recorded prior to transport at the school kitchen, and again upon arrival at the satellite locations.
4. Recording corrective action as needed.
5. Calibrate thermometers each week or sooner, if dropped or suffers a shock.

Prior to Transport, Employees Should:
1. Take temperature of food just before loading. Hot foods should be sent out at 140°F or above and cold foods should be at 41°F or below.
2. Record temperatures on Menu worksheet.
3. Record corrective action as necessary.
4. Provide and explain the Satellite Location Guidelines for Consumers, including the time in which food must be discarded (2 hours after food was temped and picked up from the school. Food may be discarded at preparation kitchen rather than satellite location.)

Employees at Satellite Location Should:
1. Wash hands and forearms vigorously and thoroughly with soap and water (100°F) for a minimum of 20 seconds prior to handling any food products.
2. Have no bare hand contact with any ready-to-eat foods. Gloves should be worn at all times when handling food, even when prepackaged.
3. Take the temperature of a sample tray upon arrival at the site and document food temperature on the Food Temperature Log or Menu Worksheet. Hot foods should be served at 135 °F or above, and cold foods should be served at 41°F or below. If food is not at the proper temperature it must be discarded and the staff member/employee who discards the food must initial on the Food Temperature Log.
4. Serve food immediately upon receiving or hold hot food in a warmer and cold food in a refrigerator.
5. Keep hot foods hot and cold foods cold.
6. Use disposable plates or trays and disposable plasticware if a dishwasher is not available.
7. Clean eating surfaces with soap and water as needed.
8. Make a sanitizing solution, test the solution with a chloride test strip to make sure the concentration is correct. Sanitize eating surfaces prior to serving food, after serving is complete, and as needed.

9. Use a separate towel for the cleaning solution and sanitizing solution. Make sure towels are washed separately, and daily.

10. Discard any leftover food by the time specified on the Satellite Location Guidelines for Consumers.

11. Send the Food Temperature Log to the preparation kitchen on a weekly basis.

The Manager will:

1. Review temperature logs regularly to ensure temperatures and corrective actions are being met.
2. Follow-up as necessary.

Corrective Action:

1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping

CSI Nutrition Manager will complete a Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
SACK LUNCHES - SOP

Policy: Foodservice employees and teachers/school staff will work together to ensure that sack lunches served to children are safe to eat.

Procedures: All employees in school foodservice must:
   1. Follow personal health and hygiene standard operating procedures.
   2. Prepare and store sack lunches according to standard operating procedures.
   3. Use gloves for handling all ready-to-eat foods.

Teachers or School Staff Who Order Sack Lunches are to:
   1. Place the order 2 weeks in advance by notifying the Kitchen Manager.
   2. Follow appropriate food handling techniques:
      • Wash hands prior to distributing meals.
      • Maintain cold temperatures of food by storing food in insulated bags with ice.
      • Serve sack lunch within four hours of pick-up time.
      • Discard ALL extra food immediately following the meal. Food will cause illness if not kept at appropriate temperatures. The temperature danger zone is between 41°F and 135°F.
      • Insulated bags/ cooler and ice sheets are to be returned to the kitchen after the field trip.

The Manager will:
   1. Prepare appropriate menu options:
      a. Bread and meat, or meat alternate
      b. ½ cup fruit and ¾ cup of vegetable
      c. Milk
   2. Observe all foodservice employees to ensure they are following standard operating procedures.
   3. Follow up as necessary.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
BREAKFAST IN THE CLASSROOM - SOP

Policy: Food service employees, teachers, and other school staff with responsibilities related to breakfast preparation, setup, service, and cleanup will work together to ensure that breakfast in the classroom is safe to eat and appropriate food safety measures are followed when there are leftover breakfast items.

Procedures: Teachers and other school employees with breakfast setup, service, and cleanup duties in the classroom will:

1. Observe appropriate food handling techniques, such as:
   a. Keeping cold and hot items in transporters until time of meal service, ensuring food remains at safe temperatures.
   b. Serving meals as soon as possible when delivered to classroom.
   c. Washing hands prior to assembling and distributing meals.
   d. Encouraging students to wash hands prior to meal service.
   e. Discarding leftover food served to students and any cold or heated food products removed from transporters immediately following the meal service.
   f. Following established procedures for returning/discarding menu items not served to students.
   g. Following procedures for removing trash from the classroom.
2. Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice location.
3. Be present at the point of sale in the classroom (where student takes meal), and ensure each meal taken is reimbursable per requirements on daily teacher guides.
4. Fill out roster properly with a ✓ for each student who takes a meal, an “A” for any student absent, and blank for any student who refuses a meal.
5. Ensure unselected food items are removed from the classroom.

Manager will:

1. Develop and share procedures for ordering breakfasts for service in the classroom and any anticipated changes in counts.
2. Plan breakfast execution with food safety in mind.
3. Process order placed by teacher or other personnel.
4. Arrange for appropriate time for delivery.
5. Utilize appropriate cooling and hot holding transporters and devices (black bags, ice pillows, etc.) to ensure food is maintained 41°F or below for cold foods, or at 135°F or above for hot foods. Note: All hot foods will be discarded after breakfast service to maintain product integrity and food safety.
6. Review safe handling procedures listed above with teacher or other school personnel regarding breakfast transporting, setup, serving, and cleanup.
7. Visit one classroom per week to determine if the appropriate food safety measures and food distribution process is being followed. Track visits on the “Verification Form” and follow up with Field Manager with any food delivery issues. Manager is expected to visit one classroom per week and keep “Verification Form” updated.
8. Monitor food waste to determine if menu revisions or changes in number of items packed is needed.
9. Monitor temperature logs to ensure appropriate corrective action is taken for foods not at proper temperature.

Nutrition Services staff who prepare and/or pack breakfast for service in classroom will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack breakfast according to order and make necessary modifications for anticipated changes in counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time. Time/Temperature Control for Safety foods (TCS) left between 41°F and 135°F by keeping cold items refrigerated until time of transport and heating items prior to delivery to minimize holding time.
4. Use gloves and utensils to prevent bare hand contact when handling foods.
5. Follow procedures for taking and recording temperatures.

**Nutrition Services** staff receiving returned food items and transporters will:

1. Discard any heated product that remains in transporter and make note of the number of items discarded.
2. Discard any items that have been open or appear to have been served to students. Make note of the number of items discarded.
3. Follow procedures for taking and recording temperatures. Discard any potentially hazardous cold items that are not below 41°F and note corrective action and number of items discarded.
4. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from the classrooms.
5. Store utensils, transporters, pans and other items to minimize contamination.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
TEACHER/STAFF
BREAKFAST IN THE CLASSROOM - SOP

Policy: Teachers and other school staff with responsibilities related to breakfast preparation, setup, service, and cleanup will work together to ensure breakfast in the classroom is safe to eat and appropriate food safety measures are followed.

Procedures: Teachers and other school employees with breakfast setup, service, and cleanup duties in the classroom will:

1. Stand at point where the student selects their meal/ or the required reimbursable items may be placed on the student’s desk by a teacher, as they are walking into the classroom to ensure food stays at safe temperatures.
2. Ensure that each meal taken is reimbursable per the requirements on daily teacher guide/card.
3. Students may only take one of each item offered. No seconds are available except for a second ½ cup serving of fruit.
4. All students who take a meal have a “✓” in box on roster.
5. If a student is absent there is an “A” in box on roster.
6. If a student refuses a meal the box is left blank.
7. Food items not served to students must remain in cooler bags until returned to the kitchen.
8. If a student takes, or is served, a perishable food item and decides he or she does not want it, the perishable food item must be thrown away. Examples of perishable food items: prepackaged muffins, breakfast sandwich, and pancakes. Any item that requires refrigeration/freezer.
9. If a student takes or is served a non-perishable food item and decides he or she does not want it, the non-perishable food item may be placed in the students backpack to enjoy later or it must be thrown away. Examples of non-perishable food items: Craisins, applesauce cups, or bug bites. Anything that never requires refrigeration/freezer.

Due to Food Safety and Sanitation Concerns:
- Food may not be distributed by students.
- Food is not to be kept in the classroom.
- Food distributed to students will not be donated to food banks.
Date Marking Ready-to-Eat, Time/Temperature Control for Safety Foods - SOP

**POLICY:** To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

**PROCEDURES:** *Train school nutrition employees on the techniques of Date Marking.*

1. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Date labels are only to be used on open deli meats, cut fresh fruit and any food that you prepare and cook then put back in the refrigerator. All other foods (like yogurt and apple slices) you will use the regular label. Label ready-to-eat and time/temperature control for safety foods that are prepared on site and held for more than 24 hours.
2. Label any processed, ready-to-eat, and time/temperature control for safety foods when opened if they are to be held more than 24 hours.
3. Refrigerate all ready-to-eat, time/temperature control for safety foods at 41° or below.
4. Serve or discard refrigerated, ready-to-eat, time/temperature control for safety foods within 7 days.
5. Indicate on label the date prepared, date frozen, and date thawed of any refrigerated, ready-to-eat, time/temperature control for safety foods.
6. Calculate the 7-day time period by counting only the days the food is under refrigeration. For example:
   - On Monday, 2/27/18, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna, cooked, 2/27/2018."
   - In Tuesday, 2/28/2018, the lasagna is frozen. You will write on the label "F" with a date that reads 2/28/2018. Since the lasagnas held under refrigeration from Monday, 2/27/2018-Tuesday, 2/28/2018, only 1 day is counted towards the 7-day time period.
   - On Tuesday, 03/07/2018, the lasagna is pulled out of the freezer. A "T" is placed on the label that reads, "Thawed, 03/07/2018." Now all three annotations appear on the label. The lasagna must be served or discarded within 6 days.

**MONITORING:**
A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

**CORRECTIVE ACTION:**
1. Retrain any school nutrition employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

**VERIFICATION AND RECORD KEEPING:**
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Section 4

Consumer Communication
HEALTH INSPECTIONS- SOP

Policy: School kitchens will be following the established USDA HACCP policy of two annual health inspections per school year.

Procedures: Completed Health inspections will be maintained by:
1. CSI Nutrition Manager will send a letter to county health departments requesting two health inspections in all Nutrition Services kitchens per school year.
2. Letters of requests and responses will be held on file.
3. A master list of all schools and inspections will be kept at the CSI Nutrition Services Office.
4. Each kitchen will keep the original health inspection report posted in the cafeteria.
5. Health inspection reports are visible for current and potential consumers.

The Manager:
1. Notify CSI Nutrition Services Office of health inspections as they occur.
2. Ensure latest health inspection is posted in the cafeteria.
3. Provide copy of letter requesting 2 inspections to CSI Nutrition Manager.

Corrective Action:
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
RESPONDING TO A FOODBORNE ILLNESS COMPLAINT - SOP

Policy: All school foodservice personnel will promptly respond to a complaint of foodborne illness and will show concern for the individual making the complaint.

Procedures: When a complaint is received related to foodborne illness, employees will:
1. Indicate concern for the individual and let that person know the complaint will be referred to the school foodservice manager.
2. Contact the school foodservice manager if she/he is onsite.
3. Write down information about the complaint if school foodservice manager is not on site. Fill out all information on the top of the Foodborne Illness Incident Report.

The Manager will:
1. Talk with the individual making the complaint. Get basic information required to complete the Foodborne Illness Incident Report.
2. Notify the CSI Nutrition Manager as soon as possible and send copy of incident report.
3. Remove all food from service and store it in refrigerator – label it “DO NOT EAT” and date it.

The CSI Nutrition Manager will:
1. Call the local Health Department to report the suspected outbreak and obtain assistance with the foodborne illness investigation.
2. Call the school nurse to be on the scene to assess and document:
   a. Symptoms
   b. Names, phone numbers, and address of students and staff affected
   c. Physician’s names and phone number
3. Notify the school administrator. Provide that individual with pertinent information needed to answer questions.
4. Work with the media, should they become involved.

Corrective Action:
Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
RESPONDING TO A PHYSICAL HAZARD INCIDENT - SOP

Policy: All school foodservice personnel will respond to a complaint of a physical hazard found in food promptly and will show concern for the person making the complaint.

Procedures: Employees involved in the production or service of food must observe the following procedures when a foreign object or physical hazard is found in food.

1. Apologize for the inconvenience of finding a foreign object in the food.
2. Determine if the foreign object did any harm to the individual, such as broke a tooth, cut, etc.
3. Take the child to the school nurse to determine if there was physical harm to the child.
4. Save the object and the box/bag from which it came, if known.
5. Record the manufacturer, codes, and dates listed on the box.
6. Report the incident to the unit supervisor so appropriate follow-up can be done.
7. Begin to complete the Physical Hazard Incident Report.

The Manager will:

1. Gather information about the foreign object in food from person affected, staff member preparing or serving food, and anyone else who was affected or involved.
2. Assist in completion of the Physical Hazard Incident Report.
3. Follow up as necessary.
5. Provide CSI Nutrition Manager with a copy of the Incident Report.

Corrective Action:

1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

Verification & Recordkeeping
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
HANDLING A FOOD RECALL - SOP

Policy: To prevent foodborne illness in the event of a product recall. This procedure applies to foodservice employees who prepare or serve food.

Procedures:
1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
   • Physically segregate the product including any open containers, leftover product, and food items in current production containing the recalled product.
   • If an item is suspected to contain the recalled product, but label information is not available, follow the district’s procedure for disposal.
6. Mark recalled product “Do Not Use” and “Do Not Discard.” Inform entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district’s Public Relations Coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district. Locate the food recall product by feeding site and verify food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled products by verifying inventory counts against records of food received at the feeding site.

Monitoring:
Foodservice employees, and/or manager will visually observe that school sites have segregated and secured all recalled products.

CSI Office Procedure/Corrective Action:
1. Determine if the recalled product is to be returned (and to whom,) or destroyed (and by whom.)
2. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
3. Consolidate the recalled product as quickly as possible.
4. Conform to the recall notice using the following steps: Nutrition Administration will:
   • Report quantity and site where product is located to manufacturer, distributor, or State agency for collection.
   • Complete and maintain all required documentation related to the recall as applicable including:
     • Recall notice
     • Records of how food product was returned or destroyed
     • Reimbursable costs
     • Public notice and media communications
     • Correspondence to and from the public health department and State agency

Verification and Record Keeping:
CSI will provide log/documentation form and instructions to each kitchen at the time of a food recall. Maintain the record keeping for a minimum of 3 years plus the current year.
Section 5

Emergency Readiness Plan
Cleaning and Disinfecting Body Fluid Spills - SOP

Policy: This standard operating procedure (SOP) should be implemented to safely and properly respond to all incidents requiring cleaning and disinfecting of body fluid spills. Body fluids – (including vomit, diarrhea, and blood) are considered potentially infectious. Employees should always wear personal protective equipment when cleaning and disinfecting body fluid spills.

Procedure: This procedure applies to school nutrition employees that would clean a bodily fluid spill.

INSTRUCTIONS:
1. Contain the affected area:
   • Discontinue foodservice operations if spill occurred in food preparation or service areas.
     o Refer to the school district’s Foodservice operations” Emergency Readiness Plan SOP: Norovirus” section to safely continue meal service.
   • Block off the area of the spill from staff and students until cleanup and disinfection are complete. For incidents involving vomit, contain all areas within 10 feet of the spill.
   • Send sick staff and students to the school clinic/nurse for assistance.
   • Exclude (i.e. send home) school nutrition employees with symptoms of vomiting or diarrhea from foodservice operations. (See employee health and responsibilities SOP.)
   • Allow only school nutrition employees and/or custodial staff designated to clean and disinfect body fluid spills in the affected area. If spill is in a non-foodservice area, school custodial staff should handle the cleanup.

2. Retrieve the Body Fluid Cleanup Kit located under the cashier station.
   • Refer to the Food Safety Sample SOP “Assembling a Body Fluid Cleanup Kit”.

3. Put on personal protective equipment (PPE), including:
   • Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and nonpowdered.
     o Consider double gloving (wearing two gloves on each hand). Replace gloves if they tear or become visibly soiled. Keep hands away from face while wearing gloves.
   • A disposable gown or apron, and disposable shoe covers.
     • A face mask with eye protection, or goggles.

4. Remove visible body fluid
   • Pour sand, or liquid spill absorbent material, on body fluid spill.
   • Use a disposable scoop, or equivalent, and blue rags to remove the sand and body fluid from the affected surfaces.
   • Dispose of the sand, body fluid, disposable scoop, and blue rags in a plastic garbage bag.
   • Remove gloves. Dispose of gloves in a plastic garbage bag.
5. Clean the affected area
   • Put on new disposable gloves. Consider double gloving.
   • Clean the affected area with soap and water and blue rags. This includes hand washing stations.
   • If it came into direct contact with body fluids and surfaces that may have been contaminated with body fluids. **Before disinfection (Step #6), all surfaces should be thoroughly cleaned (i.e. not visibly soiled).**
   • Dispose of the blue rags in a plastic garbage bag.
   • Remove gloves. Dispose of gloves in a plastic garbage bag.
   • Wash hands.

6. Disinfect the affected area
   • Put on new disposable gloves. Consider double gloving.
   **Non-absorbent Surfaces (i.e. tile, stainless steel).**
   • Generously apply Purell Professional Surface Disinfectant solution to affected surfaces. Including surfaces that came into direct contact with body fluids, and surfaces that may have been contaminated with body fluids.
     • For incidents involving vomit, disinfect all areas and surfaces within 25 feet of the spill.
     • Use in a well-ventilated area.
   • Disinfect high touch areas (i.e. door handles, toilets, dispensers, carts, sink faucets, telephones, etc.) throughout the foodservice area, cafeteria dining areas, break rooms, and restrooms using disinfecting solution and paper towels.
   • **Leave the disinfecting solution on affected surfaces for a minimum of 5 minutes.** If another Environmental Protection Agency (EPA)-approved disinfectant is used, follow the manufacturer’s instructions.
   • Rinse surfaces with clean water and paper towels and/or a disposable mop head.
   • Allow surfaces to air dry.
   • Dispose of the blue rags in a plastic garbage bag.
   • Remove gloves. Dispose of gloves in a plastic garbage bag.
   • Wash hands.

7. Discard potentially contaminated food.
   • Put on new disposable gloves. Consider double gloving.
   • This includes Disposing exposed food (and food in containers) that may have been contaminated by body fluid in a garbage bag.
     • For incidents involving vomit/fecal matter discard all food within 25 feet of the spill.
     • Have a second employee, one who is not directly contacting potentially contaminated food, inventory the discarded food on the production record.
   • Remove gloves. Dispose of gloves in a plastic garbage bag.
   • Wash hands.
   • Inform custodian that contaminated food is in dumpster so he/she can notify trash service, if needed.

8. Dispose of PPE, and cleaning and disinfecting materials.
   • Put on new disposable gloves. Consider double gloving.
   • Securely tie garbage bags containing all materials disposed of in steps 4-7 of this SOP.
   • Place garbage bags in a second garbage bag (double bag).
   • Clean all non-disposable items (bucket, mop handle, etc.) with soap and water then disinfect. Allow these items to air dry.
   • Remove PPE, including disposable gloves, and place in second garbage bag.
• Securely tie the second garbage bag.
• Discard the bag(s) in the disposal area identified by school officials.
• Remove soiled clothes, if necessary, and place clothes in a separate garbage bag. Securely tie the garbage bag. Keep clothes in the tied garbage bag until they can be adequately laundered.

9. Wash hands, arms, and face with soap and water in a restroom sink or hand sink. Put on clean clothing, if necessary. Apply ethanol-based hand sanitizer to hands.
10. Wash, rinse, and sanitize potentially contaminated food contact surfaces. Include food contact surfaces that were disinfected in step 6 of this SOP and food contact surfaces that contained food discarded in step 7 of this SOP.
11. Restock the contents of the Body Fluid Cleanup Kit.

MONITORING
The school kitchen manager will:

1. Ensure that the Body Fluid Cleanup Kit is always properly assembled.
2. Ensure at least one school nutrition employee per shift is:
   □ Designated and trained to implement this SOP
   □ Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure school nutrition employees are:
   • Educated on illnesses and symptoms that must be reported to managers.
   • Monitored for signs and symptoms of illness.

CORRECTIVE ACTION
The school nutrition manager will:

1. Restock the Body Fluid Cleanup Kit immediately. Replace expired/out-of-date supplies.
2. Retrain designated school nutrition employees in application of this SOP and use of the Body Fluid Cleanup Kit.
3. Retrain/educate school nutrition employees in the school district’s Health and responsibilities SOP. Restrict or exclude ill school nutrition employees in accordance with SOPs.

VERIFICATION AND RECORD KEEPING
The school nutrition manager will:

1. Verify that an incident report was completed. Keep incident report on file for a minimum of one year.
2. Verify that the Production Record was completed. Keep log on file for a minimum of one year.
3. Document training sessions for school nutrition employees on applicable SOP’s.

REFERENCES


Breakfast in the Classroom Procedures for Norovirus - SOP

POLICY: To prepare for incidents requiring cleaning and disinfecting of body fluids. Including vomit, diarrhea and blood.

PROCEDURE: This procedure applies to School Nutrition Employees, Custodians, and Teachers.

INSTRUCTIONS:
1. Teachers will encourage that proper handwashing techniques are utilized by students. If an incident were to occur in the classroom during breakfast, Custodial staff would be called to clean up incident and sanitize the desks, floors and surrounding 10-foot radius.
2. While the Custodian is cleaning up, Children within a 10-foot radius of the incident will throw away their trays as guided by the teacher in the classroom.
3. Nutrition Services will be notified that replacement food is needed due to an incident.
4. Students who need replacement food will come to the cafeteria to grab their new meal and take it back to the classroom.

The Manager will:
1. Plan meeting with the Principal, Custodian, and Kitchen Manager to discuss implementation of Norovirus procedures.

Corrective Action:
1. Retrain teachers and school nutrition employees on Breakfast in the Classroom Procedures for Norovirus.

Verification and Record Keeping:
1. The kitchen manager will verify that an Incident Report was completed. Keep incident report on file for a minimum of one year.
2. Verify that the Production Record was completed. Keep log on file for a minimum of one year.
Assembling a Body Fluid Cleanup Kit SOP

POLICY: To prepare for incidents requiring cleaning and disinfecting of body fluids. Including vomit, diarrhea, and blood.

PROCEDURE: This procedure applies to school nutrition employees involved in assembling a body fluid cleanup kit (to use for a body fluid cleanup incident.)

INSTRUCTIONS:
1. The School will purchase, and always keep, enough quantities of the following items needed to assemble a Bodily Fluid Cleanup Kit.

   - Ethanol based hand sanitizer (62% Ethanol, FDA compliant)
   - Waterproof container enough in size to store personal protective and cleaning equipment
   - Personal protective equipment (PPE):
     - Disposable, non-latex gloves. Gloves should be vinyl or nitrile (rubber), and nonpowdered. Gloves should be supplied in various sizes. Disposable gown/apron, and shoe covers.
   - Disposable gown or apron, and shoe covers
   - Face mask with eye protection, or goggles
   - Cleaning supplies:
     - Sand or liquid spill absorbent material
     - Disposable flat-edge scoop, or equivalent (i.e. dustpan, shovel)
     - Plastic garbage bags and twist-ties
     - Liquid soap
     - Disposable blue rags
     - Disposable mop head
   - Disinfecting supplies:
     - Bucket designated for chemical use
     - Purell Professional Surface Disinfectant
     - Disposable blue rags
     - Disposable mop head
     - Plastic garbage bags and twist-ties

   EPA-approved disinfectants may be used instead of chlorine bleach solutions. EPA-approved disinfectants appropriate for vomit and diarrhea may be found at https://www.epa.gov/pesticide-registration/list-g-epa-registered-hospital-disinfectants-effectiveagainst-norovirus. CDC guidelines on norovirus outbreak management and disease prevention recommend using chlorine bleach solutions on hard surfaces when possible.
1. EPA-approved disinfectants appropriate for (blood may be found at https://www.epa.gov/pesticideregistration/list-d-epas-registered-antimicrobial-products-effective-against-human-hiv-1.

2. Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:
   • Place the following supplies into a waterproof container:
     • Twelve pairs of disposable non-latex gloves
     • One disposable gown or apron
     • One pair of disposable shoe covers
     • One face mask with eye protection, or goggles. All other employees must wear a mask when an incident occurs.
     • Five blue rags
       o One disposable flat-edge scoop, or equivalent
       o Two dry cups of sand, or liquid spill absorbent material
       o Two Plastic garbage bags and twist-ties
       o Procedures for use of the Body Fluid Cleanup Kit. For example, the Food Safety SOP Cleaning and Disinfecting Body Fluid Spills
     • Seal the waterproof container with a lid and label with the date.
   *Pre-assembled commercial kits containing recommended supplies are available through many vendors. Check with your chemical supply company or foodservice distributor.

3. Store the Body Fluid Cleanup Kit with an unopened container of Purell Professional Service disinfectant. in an area designated for chemical storage and/or cleaning supplies. This will be under the cashier station.

4. Train school nutrition employees on how to use PPE and the contents of the Body Fluid Cleanup Kit.

MONITORING:
The school nutrition manager will ensure that:

1. The Body Fluid Cleanup Kit is always properly assembled. This includes ensuring that supplies and chemicals have not expired.
2. Excess materials and supplies are available to immediately restock the Body Fluid Kit.

   3. The kit must always have an unbroken seal. At any time, the seal is broken the kit must be returned to the Nutrition Office to be inspected and resealed.

CORRECTIVE ACTION:
The school nutrition manager will:

1. Properly assemble/restock the Body Fluid Cleanup Kit immediately. Replace expired/out- of date supplies.
2. Provide excess materials and supplies to enable immediate restocking of the Body Fluid Cleanup Kit.
3. Retrain school nutrition employees in proper storage of the Body Fluid Cleanup Kit, and associated chemicals and supplies.
4. Retrain/educate school nutrition employees in how to properly use PPE and the Body Fluid Cleanup Kit.

VERIFICATION AND RECORD KEEPING:
The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure it is properly assembled and create and complete a log to document the monthly check occurred. Keep the log on file for a minimum of one year.
2. Complete a Damaged or Discarded Product Log when expired/out-of-date supplies are discarded. Keep the log on file for a minimum of one year.
3. Document training sessions for school nutrition employees in proper use of PPE and the Body Fluid Cleanup Kit.
FOODSERVICE OPERATIONS EMERGENCY READINESS PLAN – SOP

Policy: All kitchen staff will follow Foodservice Operations Emergency Readiness Plan to ensure safety of staff, students, and food supply during emergency situations.

Procedures: Steps for dealing with an emergency include:

Electric Power Disruption:
1. Kitchen Manager must contact CSI Nutrition Manager to report the disruption.
2. If possible, determine how long the disruption is expected to last. In cases of prolonged disruption:
   a. Schools do not have an alternate energy source or backup generator, so alternate menu plans may be needed.
   b. Alternative refrigerators and freezers are available at the warehouse and food may need to be moved.
3. Follow all food safety and sanitation rules and regulations, including:
   a. To maintain temperatures, open refrigerators and freezers only when necessary.
   b. The equipment will maintain food at a safe temperature for several hours. Use items in refrigeration for the first meal. Leave door closed until food needs to be removed.
   c. Monitor refrigerator, freezer, and internal food temperatures every 30 minutes. Make sure all temperatures are within critical limits, which is 41° or below.
   d. If temperatures exceed critical limits, take corrective action. Food may need to be moved or discarded (refer to Storage SOP; Temperature Control).
4. Depending on how long the disruption is expected to continue, you may need to plan an alternate menu based on current inventory and food prep/cooking/heating abilities (see Menu Planning section below).

Water Supply Disruption:
1. Kitchen Manager must contact CSI Nutrition Manager to report the disruption.
2. If possible, determine how long the disruption is expected to last.
3. If potable running water is not available, use bottled water.
4. Use disposable utensils and trays, if available. Keep track of disposable items used.
5. If running water is not available, no food preparation or other activities that require hand washing may be performed. Prepared food may need to be delivered from another site.
6. Follow all food safety and sanitation rules and regulations including:
   a. Washing hands
   b. Prepping and cooking food
   c. Washing dishes
   d. Ice machine
7. Depending on how long the disruption is expected to continue, you may need to plan an alternate menu based on current inventory and food prep/cooking/heating abilities (see Menu Planning section below).

Gas Disruption:
1. Kitchen Manager must contact CSI Nutrition Manager to report the disruption.
2. If possible, determine how long the disruption is expected to last.
3. Follow all food safety and sanitation rules and regulations.
4. Depending on how long the disruption is expected to continue, you may need to plan an alternate menu based on current inventory and food prep/cooking/heating abilities (see Menu Planning section below).
Natural Disasters and Other Emergencies:
1. Kitchen Manager must contact the CSI Nutrition Manager to report the disruption.
2. Follow any emergency instructions from principal, administrators, and local authorities.
3. See Power, Water Supply, and Gas Disruption Sections above if disruptions are caused by the emergency.
4. If possible, determine how long the emergency is expected to last.
5. Determine how many students and staff are present in the building. Note: Estimate this amount based on regular attendance and staffing.
6. Follow all food safety and sanitation rules and regulations. Depending on how long the emergency is expected to continue, take an inventory of the supplies you have on hand and plan accordingly based on current inventory and food prep/cooking/heating abilities (see Menu Planning section below).

Menu Planning:
1. In case of an emergency students and staff may use personal containers or 4 oz. portion cups for drinking water. If there is no potable running water, use bottled water. Milk and juice may be used as part of a planned emergency meal.
2. Meals should consist of a minimum of 5 components. Determine the menu from the inventory of supplies on hand and food prep/cooking/heating abilities. The meal should generally consist of: breakfast or lunch entrée and meat/meat alternative.
   - ½ cup serving of fruit
   - ¾ cup serving of vegetable
   - Milk
3. Breakfast entrée options may include cereal bowl, muffin, graham crackers, and benefit bar.
4. Lunch entrée options may include Sun butter sandwich.
5. If you do not have the ability to heat vegetables, you may serve frozen vegetables thawed.
6. If you have any students or staff with severe food allergies or special nutritional requirements, call your Field Manager for instructions.
7. In case of an emergency, use disposable utensils and trays. Keep track of disposable items used. It may be necessary for people in the school to keep their plastic utensils for reuse.
8. Record all items used during the emergency and submit the list to the CSI Nutrition Services office.

Sample Menu:

<table>
<thead>
<tr>
<th>Menu 1</th>
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</thead>
<tbody>
<tr>
<td>Sun butter Sandwich</td>
</tr>
<tr>
<td>½ cup Canned Fruit</td>
</tr>
<tr>
<td>¾ cup Fresh Vegetable</td>
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<tr>
<td>Milk</td>
</tr>
</tbody>
</table>

Norovirus:
1. Kitchen Manager must contact the CSI Nutrition Manager to report the Norovirus incident.
2. In the event of a Norovirus incident, you will serve what remaining food you have that has not been contaminated. This would include food in warmers and refrigerators. You cannot use the food on the serving line. Discard all food according to the Norovirus Cleaning and Disinfecting Body Fluid Spill SOP.
<table>
<thead>
<tr>
<th>Menu 1</th>
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<tbody>
<tr>
<td>Hamburger or Pizza</td>
</tr>
<tr>
<td>½ cup Canned Fruit</td>
</tr>
<tr>
<td>¾ cup Fresh Vegetable</td>
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<tr>
<td>Milk</td>
</tr>
</tbody>
</table>

**Chain of Command:**
1. CSI Nutrition Manager
2. Kitchen Managers
3. Nutrition Assistants

The CSI Nutrition Manager will:
1. Review procedures to assure they are done correctly.
2. Take corrective action as necessary.
3. Follow-up as necessary.

**Corrective Action:**
1. Employees not in compliance will be retrained and asked to review the procedures outlined in this SOP.

**Verification & Recordkeeping**
CSI Nutrition Manager will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.
Section 6

Reports
# Physical Hazard Incident Report

<table>
<thead>
<tr>
<th>Date:</th>
<th>Employee:</th>
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<tr>
<td>Time/meal:</td>
<td>Supervisor:</td>
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<tr>
<td>Child’s name:</td>
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<tr>
<td>Parent/guardian’s name</td>
<td>Telephone:</td>
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<tr>
<td>Food item:</td>
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</tbody>
</table>

Object description:

Manufacturer’s product information:

Summary of incident:

Description of injury to child:

Bag, label, and indicate current location of object:

Corrective action:

Manager signature: ___________________ Date: ________________

Supervisor’s signature: ___________________ Date: ________________
Foodborne Illness Incident Report

Date occurred: ________________  
School: ________________________

Time/meal: ________________

Child’s name: _____________________________________ 

Parent or guardian’s name: _____________________________________

Address: _____________________________________

Telephone number: _____________________________________

Physician contact information: _____________________________________

Suspected Food Item(s) & Manufacturer’s Product Information:
________________________________________________________________________________________
_________________________________________________________________________

Description of preparation:
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Summary of incident:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Symptoms:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Recall of activities:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Bag, label, date, and indicate current storage location of food:
_____________________________________________________________________________________________
Manager Signature: ______________________
Date: __________________

Supervisor’s Signature: ______________________
Date: __________________

Results of Investigation:
_____________________________________________________________________________________________
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Corrective Action:
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74
Incident Report Form for Body Fluid Spills

Date of incident: _______________ Time: ________ AM/PM   School: __________________________

Type of Body Fluid Spill: □ Vomit  □ Diarrhea  □ Blood  □ Other _______________________

Name of person experiencing symptoms: ________________________________________________

Is this person a foodservice employee: □ Yes  □ No?

If yes, was the employee excluded from work? □ Yes  □ No?

If no, describe actions taken:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Describe details of incident: _______________________________________________________

________________________________________________________________________

________________________________________________________________________

Was the Body Fluid Cleanup Kit used? □ Yes  □ No?

Was the Cleaning and Disinfecting Body Fluid Spills SOP implemented? □ Yes  □ No?

If no, describe actions taken:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of Person Completing Incident Report

_____________________________________________  ________________________________

Signature                                      Date
Section 7

Forms
**DAILY CLEANING DUTIES**

**Date: __________**

Below are kitchen cleaning duties and the frequency in which they should be completed. Surfaces must *first* be cleaned and rinsed *before* being sanitized. Employee who completes task will initial in the blank space after the task is completed.

- **Sweep refrigerator, sweep and mop storeroom area, and sweep freezer.**
  
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- **Clean and sanitize inside/outside salad bar and serving lines if applicable**
  
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- **Clean glass/sneeze guards on all serving lines if applicable**
  
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- **Clean and sanitize outside of all kitchen equipment, milk coolers.**
  
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- **Clean and sanitize sinks.**
  
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- **Wash off dishwasher traps and other removal parts.**
  
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- **Clean and sanitize condiment table/cart if applicable.**
  
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- **Clean and sanitize computer carts and touch screens with special cloth.**
  
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- **Clean nail brushes daily-place in a clean sanitation bucket.**
  
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</table>
- Clean and sanitize kitchen office including your computers and office phone.

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- Clean and sanitize kitchen carts.

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- Clean and sanitize all spray nozzles in kitchen.

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WEEKLY CLEANING DUTIES

Date: ________

Below are kitchen cleaning duties and the frequency in which they should be completed. Some kitchens may need to complete these duties more frequently. Surfaces must first be cleaned and rinsed before being sanitized. Employee who completes task will date and initial in the blank space after the task is completed.

- Mop kitchen floor using Wet Floor signs (at minimum on Mondays, Wednesdays, and Fridays).

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- De-lime the inside and outside of dishwasher (may need to be done more often).

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- Clean hot wells with Vinegar.

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- Clean and sanitize milk cooler and clean out drain.

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- Clean and sanitize inside of warmers

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- Wipe off hot cabinets.

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- Clean and sanitize kitchen shelves.

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- Spray out inside of trash cans in mop sink area or dish room.

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- Wash floor mats in dishwasher at the end of the day (clean/de-lime afterwards).

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- Clean floor drains.

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- Mop refrigerator.

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MONTHLY CLEANING DUTIES

Below are kitchen cleaning duties and the frequency in which they should be completed. Some kitchens may need to complete these duties more frequently. Surfaces must first be cleaned and rinsed before being sanitized. Employee who completes the task will date and initial in the blank space after the task is completed.

- Clean and sanitize inside/outside ovens.

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- Clean walls in prep area and dish room including pipes

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- Clean and sanitize bun racks, bun rack covers, bread rack.

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- Check Cleanliness of Ice Machine.

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2 TIMES A YEAR CLEANING DUTIES

- Clean and sanitize ice machines-follow the HACCP policy procedure “Ice Machine Usage & Cleaning”

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### 3 Compartment Sink Log

**21-22 School Year**

**School________________**

Sanitizer should read between 50-200 part per million (ppm).

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<th>Rinse (110 degrees)</th>
<th>Sanitizer (75-90 degrees)</th>
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**NUTRITION SERVICES**  
Dented Can Tracking Form

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<th>ITEM NUMBER &amp; DESCRIPTION</th>
<th>NUMBER OF CANS DISCARDED</th>
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<th>CREDIT AND PICKUP YES/NO</th>
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Dented Can Form must be turned in annually.
Breakfast in the Classroom Audit

Date: ___________________

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Manager Instructions
- Observe one classroom per week
- Fill out form entirely including date, teacher, observations and roster results
- If a re-audit is necessary, note the procedures not followed in the observations box
- Follow up with supervisor at end of week with results and any corrective actions to be taken

Teacher/Staff Procedures
- Teacher/Aide must stand at point student selects meal or place required items on desk
- Check that each meal taken/given is reimbursable per the requirements on daily teacher guides
- Students may take only one of each item offered
- All students who take a meal have a “✓” in box on roster
- If student is absent there is an “A” in box on roster
- If student refuses a meal the box is left blank
- Unselected food items are removed from classroom

Auditor Signature: ________________________________________________
Nutrition Services
Satellite Location Guidelines for Consumers

When handling our products:

1) Wash hands and forearms vigorously and thoroughly with soap and water (100°F) for a minimum of 20 seconds prior to handling any food products.

2) Avoid bare hand contact with any ready-to-eat foods.

3) Take the temperature of a sample tray upon arrival at the site and document food temperatures on the Nutrition Services Food Temperature Log or Menu Worksheet. Hot foods should be served at or above 135°F and cold foods should be served at or below 41°F. If food is not at the proper temperature it must be discarded and the staff member/employee who discards the food must initial on the Nutrition Services Food Temperature Log or Menu Worksheet.

4) Serve food immediately upon receiving or hold hot food in a warmer and cold food in a refrigerator.

5) Keep hot foods hot and cold foods cold.

6) Use disposable plates or trays and disposable plasticware.

7) Clean eating surfaces with soap and water as needed.

8) Make up a sanitizing solution, test the solution with a test strip to make sure the concentration is correct with the chemical choice, and sanitize eating surfaces prior to serving food, after serving is complete, and as needed.

9) Use a separate towel for the cleaning solution and the sanitizing solution. Make sure that the towels are washed separately, daily.

10) Discard any leftover food by 2 hours after food was temped and picked up from the school kitchen. (Food may be discarded at preparation kitchen rather than satellite location).
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CSI Food Safety Manual Acknowledgement Form

I have read the contents in this manual and will comply with all Standard Operating Procedures in this manual. If at any time I have questions about a procedure I will contact the CSI Nutrition Manager.

Name

Title

Date