



FOOD SAFETY & HACCP MANUAL



Our Mission is to foster high-quality charter public school choices, particularly those closing the opportunity gap.

CSI seeks to ensure its resources are as accessible as possible. If you experience any difficulty in accessing a resource, please reach out to Communications_CSI@csi.state.co.us

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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)
 - i. Norovirus
 - ii. Salmonella typhi
 - iii. E. coli 0157:H7, Enterohemorrhagic or Shiga toxin-producing E. coli
 - iv. Shigella spp
 - v. Hepatitis A; or an exposed infected wound or cut on the hands or arms to their manager
 - A food employee infected with a Big 5 Pathogen will typically shed hundreds of thousands of pathogens which can easily be transmitted to food even when good handwashing practices are utilized.
- How restriction and/or exclusion from working with food when sick 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.

The Manager Will

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

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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

Personal and Hygiene/Grooming

- Employees must be clean and properly protected against body odor.
- As food handlers; bathing, grooming, and fresh wardrobe are required **DAILY**.
- 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.

- 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, shorts, etc.

- 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.
- 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 areas or near food. Best practice is that employees have a designated/separate container for personal food on the lowest shelf and away from other foods.
- Gum chewing is not allowed

Cuts, Abrasions, and Burns

- 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.
- Cover bandages on hands with single use gloves.
- 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

- Employees must report flu-like symptoms, diarrhea, or vomiting to the Kitchen or Field Manager. Those with symptoms will be asked to stop working and sent home immediately and may return no sooner than 24 hours after symptoms end.

Reporting Requirements:

- Cases of Norovirus, Hepatitis A, Salmonella Typhi, Shigella, or Shiga Toxin-producing E. coli must be reported to the Kitchen Manager and CSI Nutrition Manager.
- Managers must restrict employees exposed to:
 - Norovirus: 48 hours
 - Shigella spp. / E. coli 0157:H7: 3 days
 - Salmonella Typhi: 14 days
 - Hepatitis A: 30 days or until training is completed (training includes common symptoms, use of bare hand contact with ready to eat foods to avoid contamination, proper handwashing)

Jaundice (Hepatitis A Symptom):

- Characterized by yellowing of the skin and yellowing of white portion of the eyes.
- Employees with jaundice must stop work immediately and leave the food establishment.
- If jaundice lasts more than 7 days, they must leave the workplace and be reported to the regulatory authority.
- Return to work requires approval from a regulatory authority.

Other Illnesses:

- Employees with sore throat and fever must be excluded until cleared by medical documentation.
- Employees with non-infectious conditions (e.g., Crohn's disease, IBS, certain liver diseases, pregnancy symptoms) may work if they provide medical documentation confirming their condition is non-infectious.

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.
- 3.Stock first aid kit adequately with first aid supplies.
- 4.Follow up as necessary.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 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.
 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 85 degrees F within a reasonable time of 20 to 30 seconds of turning on the faucet. If not, place a work order.
- Food employees shall clean their hands in a hand sink and may not clean their hands in a sink used for food preparation, or ware washing, or in a mop/utility sink.
 - Hand sanitizers may be used but does not take the place of proper handwashing.

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:

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

Verification & Recordkeeping:

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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. Gloves should be worn when serving food.

Procedures

All foodservice employees must:

1. Wash hands thoroughly prior to putting on gloves and when gloves are changed.
2. Change gloves when:
 - a. beginning each new task,
 - b. after carrying a box of food and/or non-food to and from work area,
 - c. they become soiled or torn,
 - d. 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, rashes, lesions, burns 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:

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

Verification & Recordkeeping:

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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

How to Measure the Temperature of Food:

1. Always use a properly calibrated thermometer (calibrate thermometers on a weekly 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. Ensure that non-digital thermometers are being calibrated by staff.
3. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it and replace.
4. Retrain employees who are using or calibrating food thermometers improperly.

Verification & Recordkeeping:

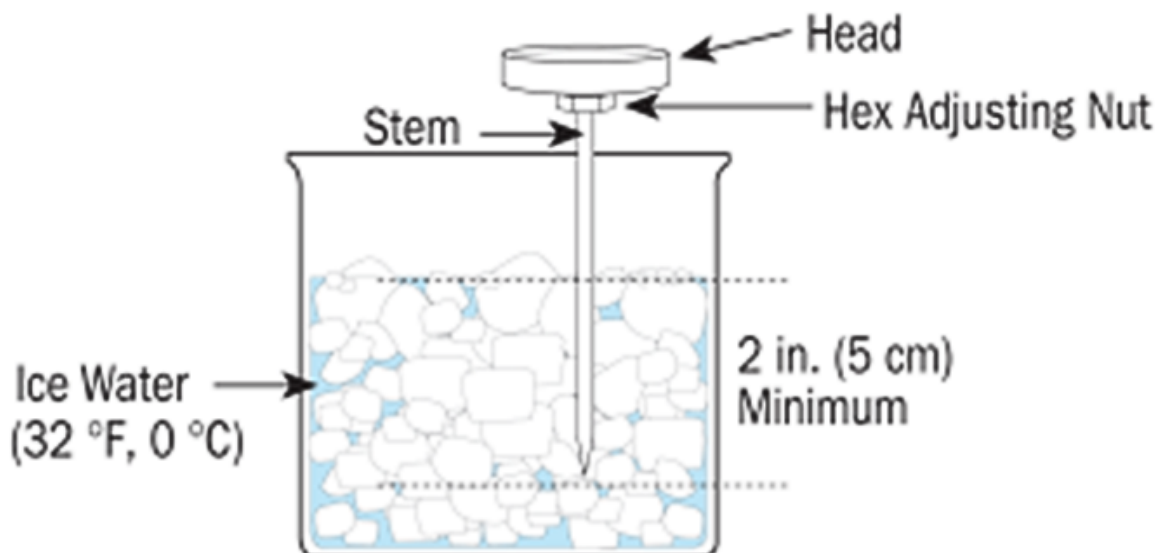
CSI Nutrition Team will complete the Food Safety Observation to indicate the monitoring is being conducted as specified. The Food Safety Observation will be maintained with other records for a minimum of 3 years plus the current year.

Calibrating a Thermometer

Calibrate a thermometer whenever it is dropped and when first purchased. If a thermometer is used frequently, calibrate it weekly. 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. Digital thermometers will not need calibration but it is recommended to test for accuracy often (by temping ice water) and replace every 1-2 years.

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 SOLUTIONS: 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, add bleach to water, and stir making sure to follow label instructions.
3. Test the sanitizer concentration by using the chlorine test strips.
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 warm 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 housing chemicals 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:

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

Verification & Recordkeeping:

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SANITIZING SOLUTIONS:

QUATERNARY AMMONIUM – SOP

Policy

Many SFA schools are utilizing quaternary ammonium (or quat) to sanitize. CSI created SOP to adequately train and inform staff on how to use this chemical.

Procedures

Applying the proper sanitizer to clean food-contact surfaces reduces the number of harmful microorganisms to safe levels. Quats are effective against a wide range of germs and bacteria.

For Effective Use of Quat



1. Concentration

- Use test strips (dip per label instructions). Maintain 200 ppm for food-safe sanitizing; too low won't sanitize properly, too high may contaminate food.

2. Temperature

- Temperature: Typically 75°F, but follow manufacturer's instructions.

3. Contact Time

- Ensure at least 30 seconds of contact; check the label for specifics.

Using Quat: Towel and Bucket

- Make sure surfaces are washed and rinsed and free of residue as heavy soil will decrease chemical efficacy significantly.
- After this step the surface can be wiped with a towel and the proper quat concentration solution. The surface then should be allowed to air dry.
 - Sanitize Buckets should be changed every 2-4 hours or more as needed to keep the water clean and the sanitizer effective in use. They can also be replaced when concentration gets weak or when solution becomes cloudy.
 - Buckets that are easily identifiable (e.g. red buckets) and not used for any other purposes do not require labels.
 - Store buckets below and away from foods and food contact surfaces.
 - Keep wiping cloths stored in bucket with sanitizer solution when not being used.
 - Designate a separate sanitizer bucket strictly for raw animal product(s) where needed.

Chain of Command:

- CSI Nutrition Manager
- Kitchen Managers
- Nutrition Assistants

The CSI Nutrition Manager will:

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

Corrective Action:

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

Verification & Recordkeeping:

CSI requires kitchens to keep PPM logs how utilize Quat to ensure proper concentration of quats, CSI will review these logs monthly to ensure proper concentration. Kitchen managers will continue to directly supervise employees handling quat to ensure compliance with SOP.



MACHINE WAREWASHING – SOP

Policy

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.

Procedures

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:
 - i. Wash - 150°F and runs for a minimum of 2 minutes
 - ii. 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.
 - iii. 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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 WAREWASHING 3 SINK – SOP

Policy

All soiled equipment and utensils must be washed, rinsed, and sanitized after each use. The ware-washing 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. Rinse, scrape, or soak all items before washing to remove food particles.
2. Record the date and sanitizer concentration on the 3 Compartment sink log. Record the temperature of the water (wash, rinse, and sanitize) using the temperature log.
3. Wash items in the first sink in the detergent solution. Water temperature should be at least 110°F. Use a brush, cloth, or scrubber to loosen soil. Replace detergent solution when suds are gone, or water is dirty.
4. Immerse or spray-rinse items in second sink. Water temperature should be at least 110°F. Remove all traces of food and soap. If using immersion method, replace water when it becomes cloudy, dirty, or suds appear.
5. Immerse items in third sink filled with a chemical-sanitizing solution (typically quat or bleach). If chemical sanitizing is used, the sanitizer must be mixed at the proper concentration. Place dishes in solution for specified contact time. Check at regular intervals with a test strip. Water must be correct temperature for the sanitizer used. Air dry all items on a drainboard. Do not use towels to dry items.

The Manager will:

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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

Correct Dishwashing Procedure



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 the scoop or portioning ice.
2. Use only NSF-approved plastic scoops, stored sanitarily, never inside the ice bin. Clean and sanitize daily.
3. Never use ice scoops for anything but ice.
4. Avoid bare hands or glass in the ice bin to prevent contamination.
5. Store/transport ice in clean, designated containers (never those that held chemicals or raw food).
6. Discard display ice (e.g., salad bars) – do not consume.
7. Keep only ice in the machine and always close the lid when not in use.
8. Dispose of melted/contaminated ice and inspect ice quality daily.
9. Clean and sanitize the ice machine at least twice a year (before winter break & end of school year).
10. Cleaning process:
 - a. Turn off the machine and let it thaw/drain.
 - b. Wash, rinse, sanitize, and air-dry food-contact surfaces.
 - c. Turn the machine back on to refill with ice.
 - d. Log cleaning date and 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:

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

Verification & Recordkeeping:

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KITCHEN CLEANING SCHEDULE GUIDE – SOP

Policy

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

Bi-annual Cleaning Duties

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

Recommendations for Cleaning up After Rodents

- Report rodent droppings to facility manager immediately and work to fix source/points of entry/exit.
- 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. Throw out any food that had come in potential contact with rodents.



PHYSICAL INVENTORY – SOP

Policy

All SFA schools who operate with a commercialized kitchen will take food, chemical, and paper good inventory to ensure proper inventory control/management.

Procedures

Training on importance, requirements and taking inventory efficiently will be discussed with each site.

Training

1. Staff will be trained on the importance of inventory.
 - a. Identify Waste: Helps track expired food, adjust ordering habits, and ensure compliance with the FIFO method.
 - b. Monitor Costs: Tracks price trends by recording case prices, identifying cost increases, and potential vendor changes.
 - c. Detect Theft: Identifies possible theft or unexplained shrinkage.
 - d. Save Money: Regular inventory can save restaurants up to 24% annually.

Taking Inventory Efficiently

1. Simplest Way: The simplest way to track inventory is with a spreadsheet listing regularly purchased items.
2. Organized Inventory: List items top to bottom, one shelf at a time, and separate by location for efficiency. Follow mise en place for organization.
3. FIFO (First In First Out) Compliance: Keep space for new deliveries to ensure proper rotation.
4. Labeling: Shelf labels help staff find and restock items quickly. Keep frequently used goods easily accessible.
5. Best Practices: One employee counts while another records inventory.
6. Training: Staff will learn to generate inventory lists from Shamrock orders.



Requirements

CSI allows flexibility in inventory tracking methods but requires specific components:

1. Mandatory Inventory Details: Item name, case amount (in 0.25 increments), price per case, USDA commodity status, total inventory value at month-end, and calculated inventory turnover (refer to the Inventory Turnover Excel).
2. Inventory Frequency: Conduct inventory twice at the end of the month—in May and January (and August if participating in summer feeding).
3. Submission Deadlines:
 - a. May inventory due by June 2nd
 - b. January inventory due by February 2nd
 - c. August inventory (if applicable) due before the first school year shipment.

Inventory Turnover Rate

1. Staff will be trained to calculate and analyze inventory turnover each time inventory is completed to measure efficiency.
 - a. Definition: Inventory turnover reflects how often stock is used per month. A rate of 2-3 times per month is ideal.
 - b. Importance: A low turnover rate (e.g., 0.5) indicates excess inventory, tying up capital and increasing risks like spoilage, storage costs, and higher expenses.

Chain of Command:

1. CSI Nutrition Manager
2. Food Service Directors/School Nutrition Specialist if applicable
3. Kitchen Managers
4. 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:

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

Verification & Recordkeeping:

CSI School Nutrition Specialist will ensure that inventory is completed fully and turned into CSI during each due/turn in period.

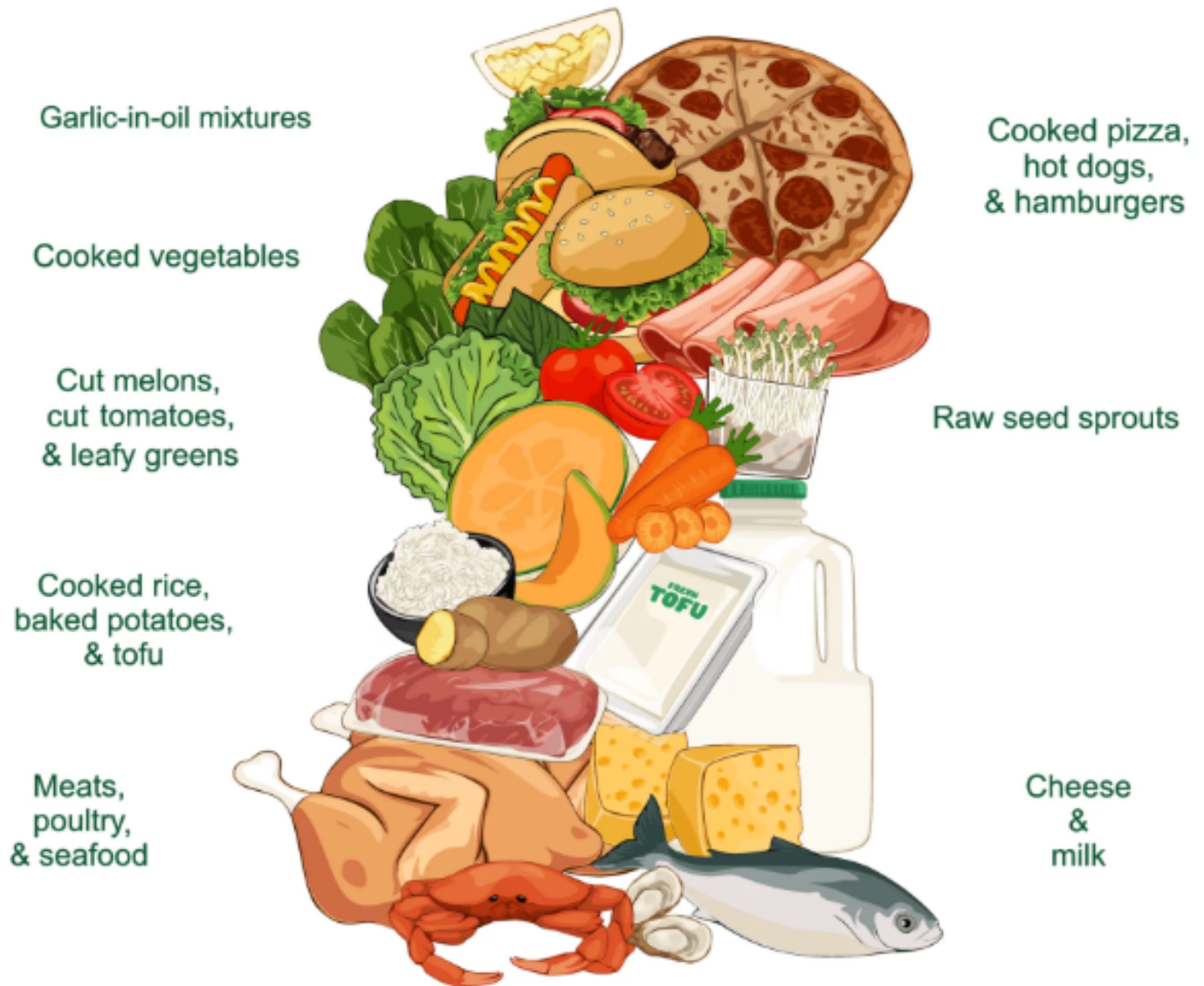
SECTION 3

FLOW OF FOOD: RECIEVING



Time—Temperature Control for Safety (TCS) Foods

Also known as Potentially Hazardous Foods (PHFs)



FoodSafePa

TCS foods are rich in protein, moisture, and other nutrients that bacteria love.

To keep TCS foods safe:



- Limit the time food spends in the temperature danger zone, or between 41°F and 135°F (5°C and 57°C).
- Control food temperature throughout its flow.

RECEIVING – SOP

Policy

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

Procedures

Employees receiving food should follow these guidelines:

- **Preparation:** Organize storage areas, staging spaces, and loading docks before deliveries.
- **Receiving:** Accept only one delivery at a time from approved suppliers.
- **Inspection:** Ensure trucks are clean, odor-free, and properly refrigerated.
- **Quality Check:** Evaluate products by odor, sight, and touch, ensuring they meet order specifications.
- **Temperature Control:** Quickly store Time/Temperature Control Foods (41°F–135°F) to prevent spoilage.
- **Labeling:** Record the date received, price, vendor, and use-by date on packages.
- **FIFO Rotation:** Store older products in front to ensure first-in, first-out usage.
- **Safety Standards:** Accept only pasteurized dairy products and keep items in original packaging when 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, and a milk carton immediately when the vendor(s) delivers the food.
3. Reject refrigerated products that are above 41°F.
4. Reject frozen products that do not appear solid or show signs of thawing and/or shows signs of re-freezing (i.e., ice crystals).
5. Do not accept the delivery if unacceptable items were found during the delivery with the delivery personnel present.
6. Place the acceptable products in the refrigerator or freezer quickly.
7. 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. Do not accept the delivery if unacceptable items were found during the delivery with the delivery personnel present.
4. Any dry goods or cans that are found unacceptable in the dry storage room must be reported to the kitchen 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.
- 7.Refuse unacceptable foods from the vendor.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.



Receiving Guidelines

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

SECTION 4

FLOW OF FOOD: PREPARATION



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:

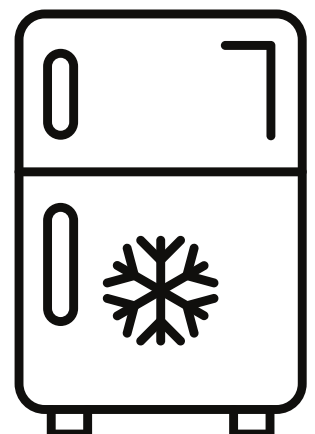
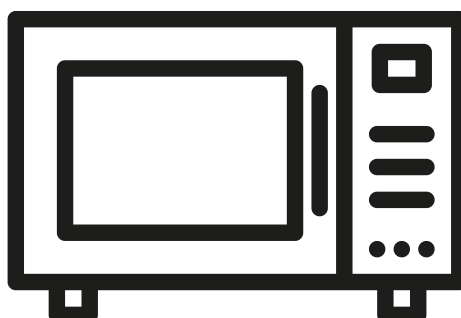
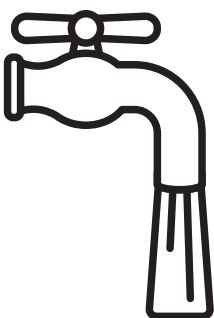
1. Review procedures to assure they are done correctly.
2. Take corrective action as necessary.
3. Follow-up as necessary.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 FODS – 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:

Preparing Hot Foods:

1. Cook to the minimum end-point temperature using a calibrated thermometer in the thickest part. Allow the reading to stabilize before recording.
2. Use batch cooking to minimize holding time before serving.
3. Take final cooking temperatures no more than 45 minutes before serving to maintain quality.
4. Allow cooking equipment to return to proper temperature between batches.
5. Do not use hot holding or serving equipment for cooking or reheating.
6. Limit food exposure to room temperature for no more than two hours before refrigeration; total room temperature time must not exceed four hours.
7. Keep uncooked or unheated products separate from other foods.

Take Temperatures:

1. Use a calibrated thermometer to check all TCS foods with each batch.
2. Clean and sanitize the thermometer stem before and after use.
3. Measure in the thickest part of the item, taking two readings from different locations.
4. Record the end-point temperature in the food temperature log.
5. If the required temperature isn't met, continue cooking until it is.

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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

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

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:

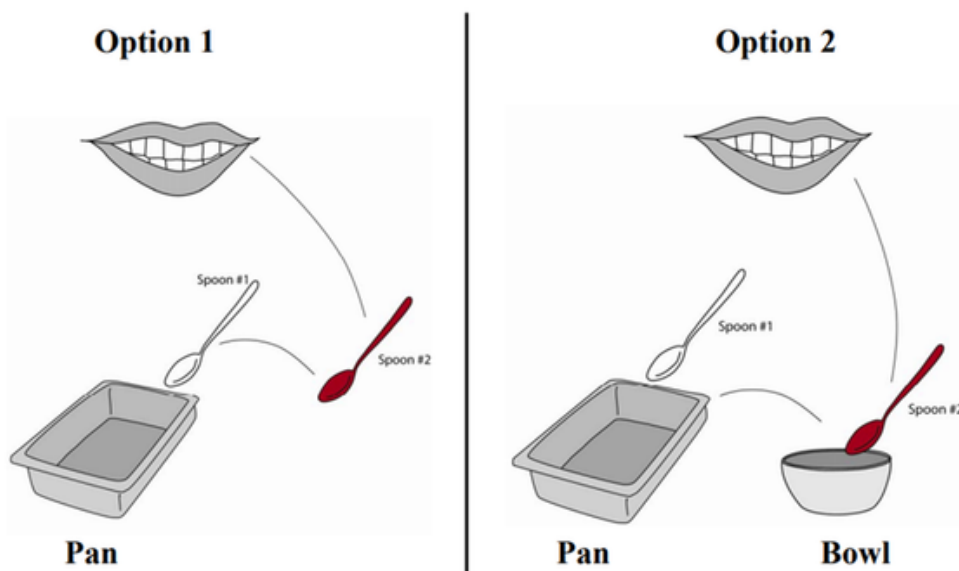
1. Observe the food tasting practices of employees.
2. Follow-up as necessary.

Corrective Action:

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.



WASHING FRUITS & 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.
3. Put single use gloves on prior to washing and cutting produce.
4. Remove produce labels and wash all raw fruits and vegetables thoroughly
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 CSI as needed.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 & PREPARING RAW FOODS— SOP

Policy

All SFA schools who operate with a commercialized kitchen that perform from scratch cooking and/or processing of raw food products will be trained on handling, preparing, thawing, and storing raw food materials.

Procedures

Overview components to staff below:

Handling Raw Foods

- All fresh produce prior to preparation must be washed, see SOP Washing Fruits and Vegetables. Packed fruits and vegetables labeled as being previously washed and ready to eat are not required to be washed. For local distributors please communicate with them about if foods were previously washed.
- Ensure staff are adequately trained in proper Thawing of Raw Foods, see SOP.

Cross Contamination

- Be sure to use single use gloves to prevent cross contamination when preparing raw meat.
- Utilize cutting board specified for raw meat. Always change gloves after handling raw meat and before handling ready to eat foods.
- Hands should be immediately washed after gloves are removed after handling raw foods.
- Each type of food should have separate equipment, for example use one set of cutting boards, utensils, containers for raw meat. Colored cutting board/utensil handles can help staff differentiate. Wash, rinse and sanitize all equipment and surfaces immediately after cutting up raw meats.
- Separate raw meat from unwashed and ready to eat fruits and vegetables during preparation and storage.

Procuring Local Raw Foods

- Food Safety Inquiry: Ask local farms and markets about their agricultural practices, food safety protocols, and transportation guidelines.
- Regulatory Compliance: Ensure producers selling eggs, dairy, or proteins follow food retail licensing and food safety standards. Some may have USDA certifications—request their latest food inspection report.
- Use Checklist: Refer to the checklist (<https://store.extension.iastate.edu/product/checklist-for-retail-purchasing-of-local-produce>) to discuss food safety with small-scale growers.
- Inspect Shipments: A manager or trained employee should check each delivery for quality and proper receiving temperatures (see Receiving SOP for details).

Storing Raw Foods

- When storing food, place the foods with the highest internal cooking temperatures at the bottom of your fridge. From the top-down swim, walk, and fly can help staff remember the order of raw meats. See [Storage SOP](#).

Chain of Command:

1. CSI School Nutrition Manager
2. Kitchen Managers
3. Nutrition Assistants

The Kitchen Manger will:

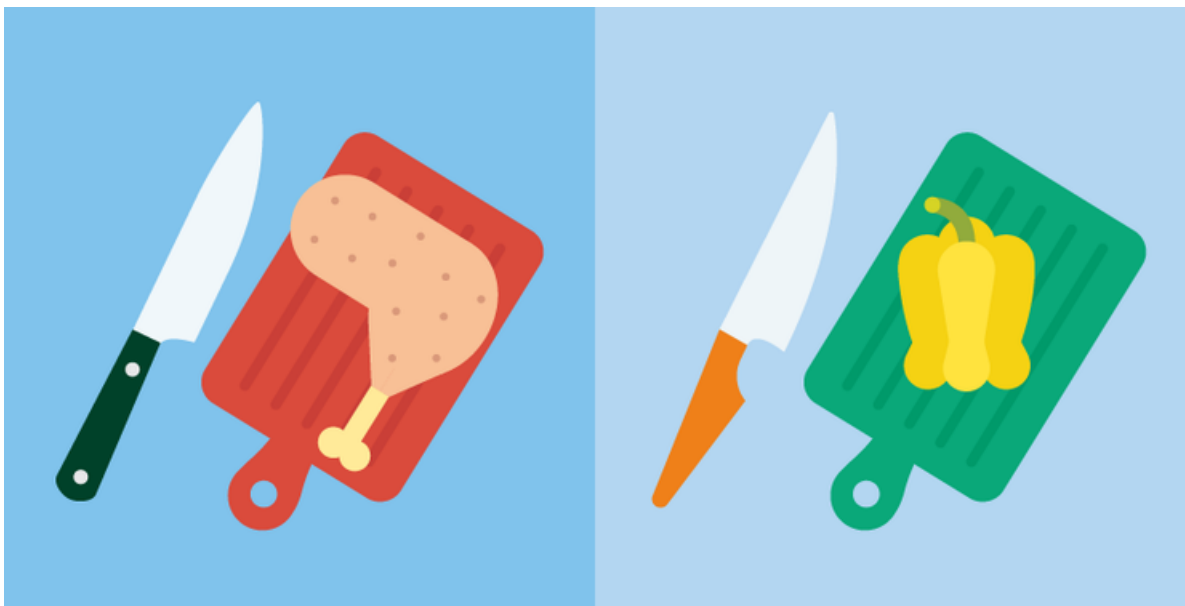
1. Review procedures to ensure they are done correctly.
2. Take corrective action as necessary.
3. Follow-up as necessary.

Corrective Action:

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

Verification & Recordkeeping:

Kitchen managers will continue to oversee procurement, inquire about new vendors food safety practices, ensure adequate food quality/safety when receiving, and ensure employees follow proper handling/processing/storing of raw food products.



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:

- Use a calibrated thermometer to take the temperatures of cold foods prior to preparation.
- Wash, rinse, and sanitize the thermometer stem prior to, and after, taking the temperatures of food.

Prepare Cold Foods:

- Pre-chill ingredients for foods served cold (sandwiches and salads) at 41°F or below before combining.
- Discard cold potentially hazard foods after four hours if they have not been properly held at 41°F or below.

Maintain Food Contact Surfaces:

- Food contact surfaces should be smooth, easily cleaned and sanitized, and appropriate material.
- Wash, rinse, and sanitize all food contact surfaces prior to and after use.

Prepare Foods:

- 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.
- Prepare raw products away from other products.
- 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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.



FRESH FRUIT & VEGETABLE PROGRAM– SOP

Policy

To prevent food borne illness by ensuring all FFVP produce is handled safely.

Procedures

All staff will follow the below criteria for the Fresh Fruit and Vegetable Program:

1. Follow Washing Fruits & Vegetables SOP when washing produce and preparing it for consumption.
2. Ensure proper hot and cold holding procedures for time/temperature control are being followed.
 - a. Hot potentially hazardous foods held at 135 degrees F or above.
 - b. Cold potentially hazardous food held at 41 degrees F or below.
3. Use a clean, sanitized, and calibrated thermometer to measure the temperature of food.
4. Maintain temperature logs for potentially hazardous produce.
5. Review safe handling, procedures, with teachers, and other school personnel and volunteers that assist with FFVP.

Teachers, other school personnel, and volunteers will:

1. Wash hands prior to distributing produce.
2. Use gloves or utensils to prevent bare hand contact.
3. Encourage students to wash hands before participating in FFVP.
4. Serve fresh produce as soon as possible after deliver to classroom or serving area (serve no more than 1 hour after delivery).
5. Store all food, bags, and containers at least 6” off the floor.
6. Ensure students properly dispose of waste in receptacles.
7. Clean up area, as necessary.
8. Promptly return leftovers to kitchen, do not leave items in room overnight.

Monitoring:

- Food Service manager will observe that food is being served in a manner that prevents contamination and food borne illness during all hours of service.
- Review safe handling procedures with teachers, school personnel, and volunteers with FFVP.
- Routinely visit classrooms or service areas to determine if appropriate food safety measures are followed.
- Monitor records to ensure temperatures are within the correct range and Follow up with site staff in noncompliance is observed.

Corrective Action:

1. Retrain any foodservice employees found in noncompliance with procedures.
2. Replace improperly handled food items or produce.
3. Discard ready-to-eat foods that have been touched with bare hands.
4. Immediately discard potentially hazardous foods that are not stored at a temperature of 41 degrees F, and it cannot be determined how long the food temperature was out of compliance.
5. Conduct follow up trainings as needed.

Verification & Recordkeeping:

- Employees are required to record time and temperatures of potentially hazardous foods when removed from equipment.
- Record equipment temperatures twice per day.
- Maintain temperature logs for a minimum of 3 years plus the current year.



SECTION 5

FLOW OF FOOD: SERVICE



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

Holding Hot Foods:

1. Batch Cooking: Prepare only what is needed for service.
2. Temperature Control: Use hot-holding equipment to maintain 135°F or higher, following manufacturer instructions.
3. Food Protection: Keep foods covered to retain heat and prevent contamination.
4. Temperature Monitoring: Check internal temperatures every two hours with a probe thermometer, allowing it to stabilize before recording in the Food Temperature Log. If below 135°F, reheat to 165°F.
5. Time Limit: Discard hot foods after four hours if not held at 135°F or above.
6. Separation: Do not mix freshly prepared foods with foods already in hot holding.

Holding Cold Foods:

1. Temperature Control: Use cold-holding equipment to maintain 41°F or below.
2. Monitoring: Check temperatures every two hours with a probe thermometer, allowing it to stabilize before recording in the Food Temperature Log. If above 41°F, refrigerate immediately.
3. Food Protection: Keep cold foods covered or use food shields.
4. Time Limit: Discard potentially hazardous cold foods after four hours if not held at 41°F or below.
5. Proper Placement: Always place cold foods in pans or plates, never directly on ice, except for whole fruits and vegetables that will be washed later.
6. Ice Maintenance: Display ice must be self-draining, and drip pans should be washed and sanitized 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 CSI.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

Service:

1. Take and record temperatures. Please refer to the procedure in the Thermometer Use and Calibration SOP.

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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 FOOD ALLERGENS– SOP

Policy

All food containing food allergens will be served in a manner to ensure food safety.

Procedures

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

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.

Preparation and Serving:

- Wash, rinse, and sanitize cookware, utensils, all food contact surfaces, and equipment before and after handling a food allergen
- Wash your hands and change gloves before prepping food and before prepping meals for children with special dietary needs.
- 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.
- Designate an allergy-free zone in the kitchen. When working with multiple food allergies, set up procedures to prevent cross contact within the allergy-free zone.
- Set aside food for students with food allergies from self-service food areas, such as salad bars, before the food is set out.

Storage:

- Products containing allergens are stored separately from non-allergens to prevent cross-contact. They are physically separated by racks or some other form of physical barrier.
- Allergens cannot be stored above or on top of non-allergens.
- Open containers of products containing allergens will be stored with sealable cover or impermeable barrier.
- Products will be clearly labeled to indicate the specific allergen(s). Staff will be trained to look for this allergen as well as know which students have food allergies.

Corrective Action:

1. Determine the root cause of cross-contact. Retrain any child nutrition employee found not following the procedures in this SOP.
2. Refrain from serving any food to a student with a food allergy if there is any question as to whether or not an allergen might be present in that particular food.
3. Activate the emergency action plan immediately if a student with the potential for anaphylaxis consumes a food allergen.

Verification & Recordkeeping:

CSI Nutrition Team 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

Service Line Procedures

- Use a calibrated thermometer to check food temperatures before service.
- Wash, rinse, and sanitize the thermometer stem before and after use; wait for a stable reading before recording.
- Take temperatures of hot TCS (Time/Temperature Control for Safety) foods when placed on the serving line and cold TCS foods no more than 20 minutes before breakfast and first lunch. Check milk temperature before service.
- Record readings on the Food Temperature Log and ensure:
 - Hot foods are 135°F or above
 - Cold foods are 41°F or below
- Corrective Actions:
 - If hot foods are below 135°F, reheat to 165°F before serving.
 - If cold foods are above 41°F, chill to the correct temperature.
- Repeat temperature checks midway through 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.

Temping Milk

- Open a milk carton and check that the temperature is 41°F or below.
- Place the opened carton in a labeled bag marked "DO NOT TAKE" and store it in the cooler away from students.
- Use this carton to check temperatures before breakfast, before lunch, and midway through lunch.
- Discard the milk at the end of the day.
- Reuse the carton only if it remains at the proper temperature; otherwise, replace it and take corrective action to ensure all milk is properly chilled.

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. Dispose of any food that is not within the proper temperature after four hours from when food was properly tempted.
4. Check corrective action taken to determine if it was appropriate.
5. Follow-up as necessary.

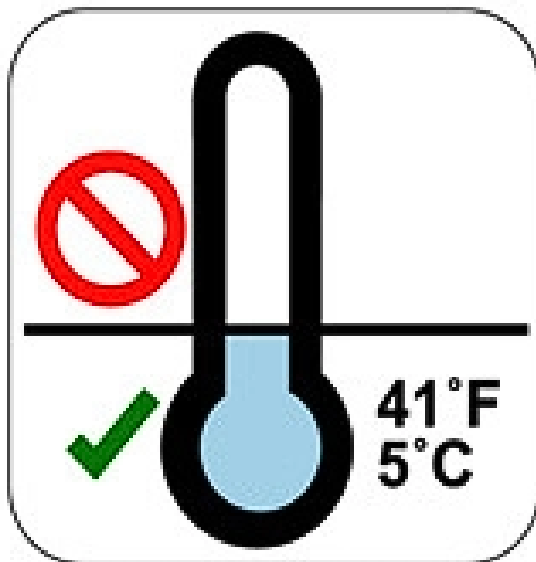
Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

Cold Foods



Hot Foods



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.

Factors that Affect how Quickly Foods will Cool Down:

1. Food Size: Thicker foods take longer to cool.
2. Density: Denser foods, like chili, cool slower than soups.
3. Storage Container: Stainless steel cools faster than plastic. Use shallow pans and loosely wrap food initially for quicker cooling.

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).

Food Safe Methods for Cooling Foods:

- 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.
- 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.
- Use a steam-jacketed kettle as cooler – simply run cold water through the jacket to cool the food in the kettle.
- 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:

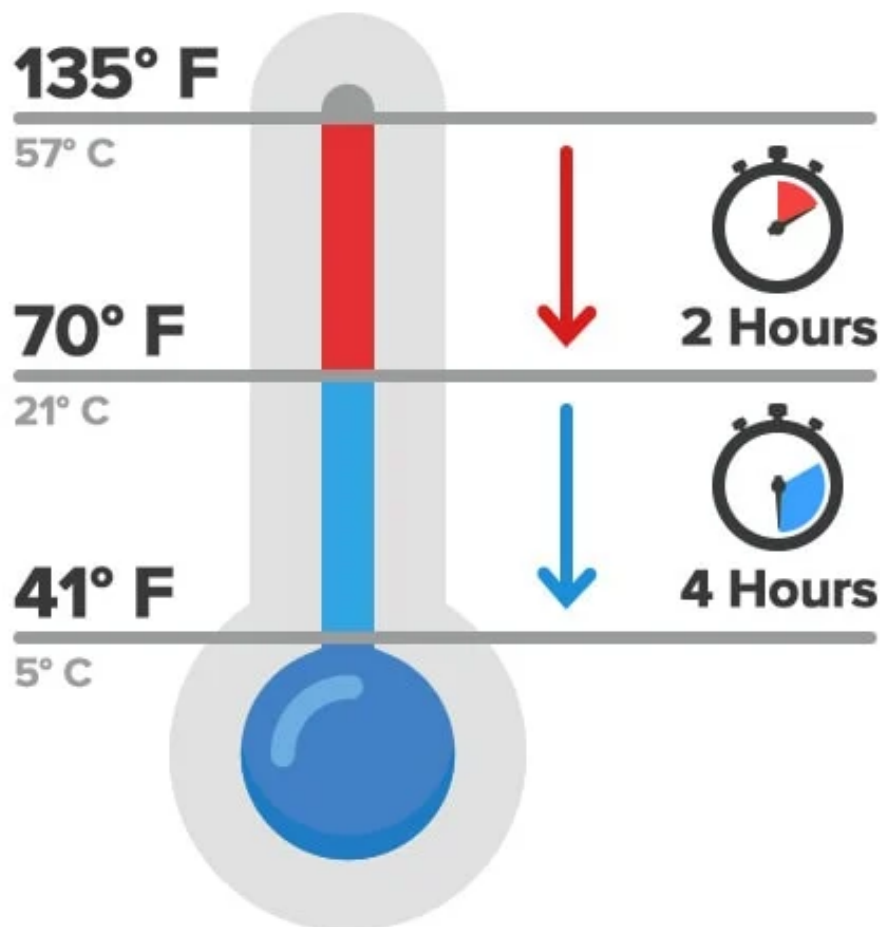
1. Review temperature logs to ensure the temperatures and corrective actions are being met.
2. Follow-up as necessary.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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. Leftover food items that meet strict food safety standards may be retained and offered for re-service the next day.

Procedures

Leftovers – Manager Responsibilities

- Record all leftovers on the daily production record.
- Discard unsalvageable food immediately and log it on the production record as discarded.
- Proper Cooling:
 - Cool hot foods from 135°F to 70°F within 2 hours, then to 41°F within 4 more hours. See Cooling Foods SOP.
- Storage & Labeling:
 - Label stored leftovers with food item, preparation date, and next-day use.

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/already cooked foods from a package or can, such as green bean or prepackaged breakfast burritos, to an internal temperature of at least 135°F for 15 seconds for hot holding.
3. Reheat the following products to 165°F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding.
 - Leftovers reheated for hot holding.
 - Product made from leftovers, such as soup.
 - Precooked, processed foods that have been previously cooled.
4. Reheat all food rapidly.
5. 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 & Recordkeeping:

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.



VENDED & SATILETTE LOCATIONS- SOP

Policy

To prevent foodborne illness by ensuring that all foods (time/temperature control for safety food) before cooking or for ready-to-eat potentially hazardous food that is displayed or held for service.

Procedures

Vendor & School Food Handling Procedures

- Vendor Responsibilities:
 - Cook food to the following minimum temperatures.
 - Take and record food temperatures before packing for delivery.
 - Maintain temperatures: 135°F+ for hot food and 41°F or below for cold food before delivery.
 - Label food with preparation date, time, and temperature at packaging.
 - Share recorded temperatures with the school upon delivery.
- School Responsibilities:
 - Verify labels include date, time, and proper temperature upon arrival.
 - Serve food within 4 hours of the labeled time.

Time as a Public Health Control Procedures

- Written Procedure: Establish and maintain a written plan specifying compliance with Colorado Retail Establishments Rules & Regulations (6 CCR 10101-2, section 3-501). Make it available to the local health department upon request.
- Regulatory Compliance: Ensure approval from the local health department or governing agency before implementation.
- Employee Training:
 - Train staff on proper procedures for using time as a food safety control.
 - Instruct food service employees on thermometer use and refer to SOP: Using Calibrated Thermometers.
- Regulatory Adherence: Follow all procedures outlined in Colorado Retail Establishments Rules & Regulations (6 CCR 10101-2, section 3-501).
- If time temperature control is used as the public health control;
 - a. **For up to a maximum of four hours;**
 - i. The food shall have an initial temperature of 41°F or less when removed from cold holding temperature control or 135°F or greater when removed from hot holding temperature control.
 - ii. The food shall be marked or otherwise identified to indicate the time that is four hours past the point in time when the food is removed from temperature control.
 - iii. The food shall be cooked and served, served at any temperature if ready-to-eat, or discarded, within four hours from the point in time when the food is removed from temperature control.

iv. Food in unmarked containers or packages, or marked to exceed a four hour limit shall be discarded

b. For up to a maximum of six hours;

i. The food shall have an initial temperature of 41°F or less when removed from temperature control and the food temperature may not exceed 70°F within a maximum time period of six hours.

ii. The food shall be monitored to ensure the warmest portion of the food does not exceed 70°F during the six hour period, unless an ambient air temperature is maintained that ensures the food does not exceed 70°F during the six hour holding period.

iii. The food shall be marked or otherwise identified to indicate:

1. The time when the food is removed from 41°F or less

2. The time that is six hours past the point in time when the food is removed from cold holding temperature control.

iv. The food shall be:

1. Discarded if the temperature of the food exceeds 70°F,

2. Cooked and served, served at any temperature if ready-to-eat, or discarded within a maximum of six hours from the point in time when the food is removed from 40°F or less cold holding temperature control.

v. Food in unmarked containers or packages, or marked with a time that exceeds the six hours limit shall be discarded.

- A food establishment that serves a highly susceptible population may not use time as a public health control for raw eggs.

Monitoring:

Food service employees will continually monitor that foods are properly logged or marked to identify the time that is four- six hours past the point when the food is removed from temperature control. Food service employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

Corrective Action:

Retrain any food service employee found not in compliance of these procedures. Discard unmarked or unidentified food or food that is noted to exceed the four hour limit.

Verification & Recordkeeping:

Foodservice employees will record temperatures of food items and document corrective actions taken on the appropriate log. The supervisory or other designated employee will verify that appropriate corrective actions are being taken and procedures being followed by reviewing, initialing, and dating the appropriate log. A designated employee will complete the Food Safety Checklist and maintain all documentation for a minimum of three 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.

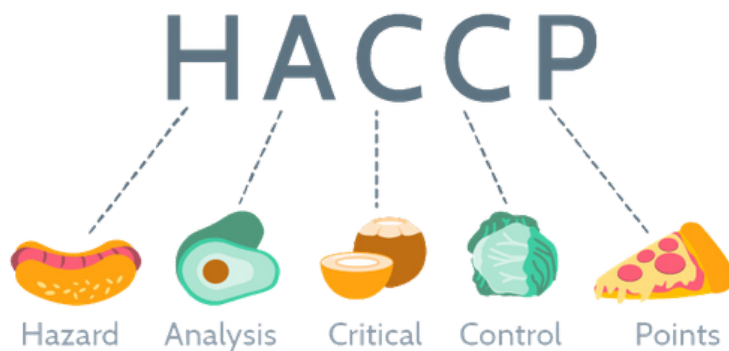
Procedures

Employees preparing food should be aware of the following:

1. How many processes does the food go through? 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 (such as final cooking temperature) 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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

REDISTRIBUTION OF RETURNED FOOD/SHARE TABLES – SOP

Policy

To provide guidance on food items approved for redistribution in the cafeteria setting while maintaining food safety protocols to prevent the risk of a foodborne illness Scope: Procedure applies to child nutrition programs that allow approved foods to be returned to a “share table” and utilized for redistribution

Procedures

Food & Beverage Redistribution Guidelines

Regulations: Per Colorado Retail Food Establishment Rules (6 CCR 1010-2, Section 3-418), “Once served to a consumer, portions of leftover food shall not be served again except that packaged food, other than potentially hazardous food (time/temperature control for safety food), that is still in an unopened package and is still in sound condition, may be *re-served.”

*Re-service (redistribution) refers to the transfer of food that is unused and returned by a consumer after being served or sold in the possession of the consumer, to another person.

Allowable Redistribution Practices:

- Storage & Reuse: Items can be placed on a share table for future meals or given to school personnel for redistribution.
- Donation: Foods may be donated to charitable organizations.
- Reimbursement: Share table items can be claimed for reimbursement during another meal service.

Foods Allowed for Redistribution:

- Sealed, shelf-stable packaged foods (has intact packaging).
- Whole fruit that can be washed or peeled.
- Sorting: Use separate containers for to separate items.

Foods Not Allowed for Redistribution:

- Unpackaged, open, or resealed items.
- Bakery goods.
- Potentially hazardous foods without temperature control.
- Items requiring constant refrigeration or labeled “keep refrigerated at all times” or refrigerate after opening”
- Non-eligible items must be discarded.

Milk Redistribution Guidelines

- Regulations: Unopened milk may be redistributed once if it remains within temperature control (41°F or below) and is consumed or discarded within 4 hours. A written policy must be approved by state and local health authorities.
- Redistribution Criteria:
 - Milk must be placed in a separate iced/temperature-controlled container at the point of sale.
 - Unopened milk can be:
 - Served to another student as a second milk via a share table.
 - Stored properly for cooking use.
 - Donated to a recognized charitable organization.
- Storage & Monitoring:
 - Maintain 41°F or colder with temperature logs recorded every 2 hours (or at the end of meal service if under 2 hours).
 - Do not mix returned milk with fresh milk in storage.
 - Monitor expiration dates and discard expired milk.
 - Keep daily records of purchased and recycled milk use.

Share Tables

- A 'share table' is a common practice for food service operations to effectively manage food waste. Share tables can be useful when allowing students who wish to have more food items with their lunch, such as a whole piece of fruit, unopened crackers or non-potentially hazardous prepackage products.
- Share tables must follow safe food handling procedures and follow health regulations. Food or beverage items on the share table can be utilized in a number of ways, depending on the program's preference and local level discretion.
- If implementing share table practices, develop a plan outlining how the SFA will maintain the safety of food served to students.

Monitoring

A supervisor or other designated employee must visually observe to ensure that food from the share table or any returned food approved for redistribution is being handled and redistributed correctly.

Corrective Action:

Retrain any food service employee not in compliance with the procedures for redistribution of returned foods /share tables. Do not redistribute any food items that have been handled improperly. Ensure all food set aside for redistribution meets proper food safety guidelines and has been approved by your local health department.

Required	Best Practice
Comply with all FNS food safety requirements outlined in 7 CFR 210.13, 226.20(1) and 225.16(a)	Notification to parents informing them of the ability of the 'share table'
Comply with all local and State health and food safety codes, including storage of refused items	School board approval-accepting the liability of any food borne illness due to the sharing of food and ensuring that the 'share table' does not conflict with policies and procedures pertaining to food allergies
Ensure policies for saving and sharing food or beverage items are consistent with the local educational agency's HACCP plan	Ask for input from parents and guardians ensuring families are comfortable with their children participating in the share table option.
Receive and maintain approval documentation from the local health department	Keep share table items separated to prevent cross-contamination
Students are prohibited from donating items brought from home	Keep share table items separated to prevent cross-contact and communicate allergy information, if needed
Incorporate standard operating procedures into the school's food safety plan based on Hazard Analysis Critical Control Point (HACCP) which defines temperature/food monitoring, supervision, and discard plan to ensure food is safe if shared amongst students	Signage must be posted informing the students of the intent of the share table
Participating schools, institutions and sponsors must maintain records of their daily use of purchased <i>milk and/or other food items</i> which are recycled.	Do not intermix reused items with items that have not yet been prepared and served
Share table items should be monitored to ensure they are discarded at the end of their safe food expiration	

Verification & Recordkeeping:

School nutrition program personnel in conjunction with your local health department will identify what foods can be safely shared or set aside for redistribution. The supervisor or other designated employee will verify that proper procedures for handling returned food are being followed and potentially hazardous cold food that require time and temperature control for safety are held at 41°F or colder. Participating schools, institutions and sponsors must maintain records of their daily use of recycled items, temperature logs, food safety documentation, and approval from the designated governing body, such as school board and local health department.

SECTION 6

FLOW OF FOOD: STORAGE & TRANSPORT



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:

Food Storage Guidelines:

- Place foods into appropriate storage areas immediately upon receipt.
 - 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

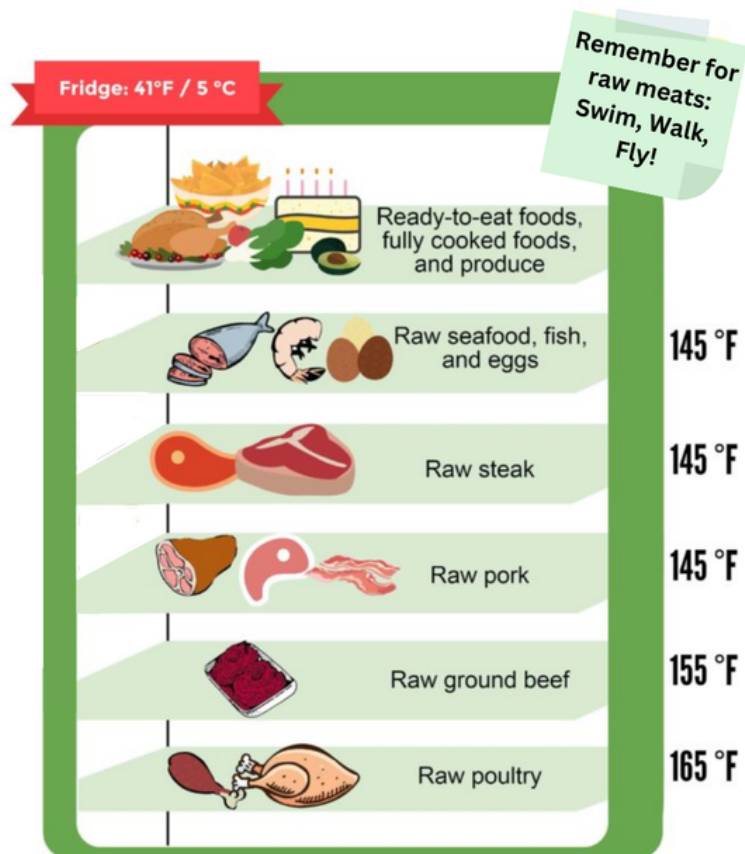
Fish and seafood items

Whole cuts of raw beef

Whole cuts of raw pork

Ground or processed meats

Raw poultry



- Store food at least 6" above the floor and 18" below the ceiling for air circulation and cleaning.
- Keep food out of direct sunlight.
- Store chemicals separately from food.
- Use FIFO rotation (place new items behind old ones).
- Label all goods with receiving and use-by dates.
- Keep food in its original, intact container or transfer to a clean, labeled, airtight container if repackaging.
- Never store food in chemical containers or vice versa.
- TCS foods must be stored at or below 41°F for no more than 2 days from preparation.
- Pesticides & chemicals must be kept away from food areas in their original, labeled containers.

Storeroom Sanitation

- Keep storage areas clean, uncluttered, and away from contamination sources (ware washing/garbage).
- Discard expired items promptly.
- Store items 6" above the floor and 18" below the ceiling for airflow and cleaning.
- Monitor for pests and report any signs to the unit manager.

Temperature Control Guidelines

1. Check & Record Temperatures on temperature log twice a day:

- a. Refrigerators (34–39°F)
- b. Freezers (-10–0°F)
- c. Dry storage (50–70°F)
- d. Check both internal and external thermometers. Every unit should have an internal thermometer and this is what should be recorded.
- e. Calibrate internal non digital thermometers weekly or after shock/drop.

2. Action Steps:

- a. If refrigerator is below 30°F or above 40°F, or freezer nears 20°F, notify the Kitchen Manager.
- b. If units alarm, contact CSI Nutrition Manager to assess food safety.

3. Best Practices:

- a. Avoid overloading storage to maintain airflow.
- b. Cool hot foods cautiously to prevent warming the unit.
- c. Keep doors closed as much as possible.

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 Team 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.

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

Date Marking Guidelines

- Training: Educate school nutrition employees on proper date marking techniques.
- Labeling Best Practices:
 - Include product name, date, and time of preparation or opening.
 - Use date labels only for open deli meats, cut fresh fruit, and any food that you prepare and cook then put back into the refrigerator.
 - For all other foods, use vendor-provided labels for prepackaged items like yogurt and apple slices.
- Storage & Time Limits:
 - Label ready-to-eat (RTE) and TCS foods prepared on-site if held over 24 hours.
 - Refrigerate RTE/TCS foods at 41°F or below and use/discard within 7 days.
- Freezing & Thawing:
 - Label foods with date prepared, date frozen (F), and date thawed (T).
 - Only count days under refrigeration toward the 7-day limit (e.g., if frozen on day 2, counting resumes upon thawing).
 - 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 with-in 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 & Recordkeeping:

CSI Nutrition Team 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.



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

Donating Leftover Food to Food Banks

Schools may donate leftover food from the School Breakfast and Lunch Program if:

- Meal planning ensures one meal per child is produced.
- The food cannot be used in the foodservice program and would otherwise be discarded.
- State and local health codes are followed.

Kitchen Procedure:

- Store food in a designated container provided by the food bank.
- Label and date all food items.
- Keep the container in the walk-in cooler, labeled "Food Bank".
- The food bank arranges pickup with the Kitchen Manager and should not interfere with breakfast or lunch service.

Manager will:

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

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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

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.

Procedures

Food Transport Guidelines

- Use Approved Carriers: Must maintain cold food at 41°F or below and hot food at 140°F or above. Cardboard boxes or crates are not allowed.
- Prepare Carriers Properly:
 - Clean, wash, rinse, and sanitize interior and exterior surfaces before use.
 - Pre-heat or pre-chill per manufacturer instructions (do not heat nylon, Styrofoam, and some plastics containers).
- Use Proper Food Containers:
 - Rigid, sectioned, tightly closed, nonporous, and food-safe/food approved to prevent mixing and leakage.
- Temperature Monitoring:
 - Check and record food temperatures before transport at the school and upon arrival at satellite locations.
 - Document corrective actions if needed.
 - Calibrate thermometers weekly or after shock/damage.

Pre-Transport Procedures

- Check & record food temperatures before loading (140°F+ for hot foods, 41°F or below for cold foods).
- Document temperatures on the Menu Worksheet and note any corrective actions.

Satellite Location Procedures

- Hand Hygiene: Wash hands and forearms (85°F, 20 seconds) before handling food.
- Glove Use: No bare-hand contact with ready-to-eat foods; wear gloves at all times.
- Temperature Check:
 - Take and record food temperatures upon arrival (135°F+ for hot, 41°F or below for cold).
 - Discard improperly temped food and initial the Food Temperature Log.
- Food Handling & Safety:
 - Serve food immediately or keep hot food in a warmer and cold food in a refrigerator.
 - Use disposable plates, trays, and plasticware if no dishwasher is available.
 - Keep hot foods hot, cold foods cold.

- **Sanitation:**
 - Clean eating and food contact surfaces; prior to serving food, after serving is complete and as needed.
 - Prepare and test a sanitizing solution, use separate towels for cleaning and sanitizing, and wash towels daily.
- **Food Disposal & Reporting:**
 - Discard leftovers per Satellite Location Guidelines.
 - Submit Food Temperature Logs weekly to the prep kitchen.

The Manager will:

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

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.



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.

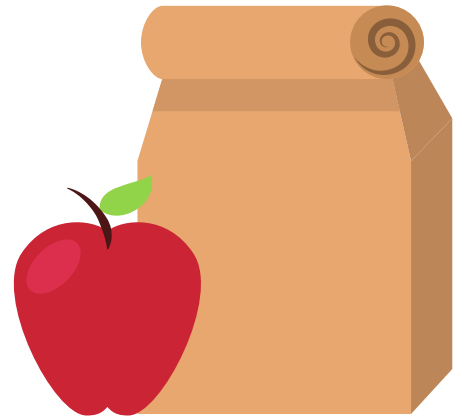
Procedures

All Employees Must:

- Follow personal health and hygiene SOPs.
- Prepare and store sack lunches per SOPs.
- Wear gloves when handling ready-to-eat foods.

Teachers/Staff Ordering Sack Lunches:

- Order 2 weeks in advance with the Kitchen Manager.
- Food Handling:
 - Wash hands before distributing meals.
 - Keep food cold using insulated bags with ice.
 - Serve within 4 hours of pick-up.
 - Discard all extra food immediately to prevent illness (danger zone: 41°F–135°F).
- Return insulated bags, coolers, and ice sheets after the field trip.



The Manager will:

1. Prepare appropriate menu options for sack lunches:
 - a. Bread and meat, or meat alternate
 - b. $\frac{1}{2}$ cup fruit and $\frac{3}{4}$ 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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 staff will collaborate to ensure safe meal preparation, service, and cleanup, following proper food safety protocols for breakfast in the classroom and any leftover breakfast items.

Procedures

Teachers and staff must:

- Follow food handling protocols:
 - Keep hot/cold items in transporters until meal service.
 - Serve meals immediately upon delivery to classroom.
 - Wash hands before handling and distributing meals; encourage students to do the same.
- Manage leftovers & cleanup:
 - Discard all served, cold, or heated food immediately after service.
 - Follow procedures for returning/discarding unserved/unopened menu items and removing trash from the classroom.
 - Promptly return cold storage units and equipment to foodservice.
- Meal Tracking:
 - Be present at point of sale to ensure meals are reimbursable.
 - Fill out the roster and designate for students who take a reimbursable meal, students who do not take a reimbursable meal or are absent.
 - Remove unselected food items from the classroom.

Manager Responsibilities

- Establish and communicate breakfast ordering procedures and count adjustments.
- Plan breakfast service with food safety in mind.
- Process orders and arrange timely delivery.
- Use proper transporters to keep food at 41°F or below (cold) or 135°F or above (hot). Discard all hot foods after service for safety.
- Review safe handling procedures with staff handling breakfast.
- Visit one classroom weekly to ensure food safety compliance, track on the Verification Form, and report delivery issues to the Field Manager.
- Monitor food waste to adjust menu or portioning.
- Check temperature logs and ensure corrective actions for improper temperatures.

Breakfast Prep & Packing Guidelines

Nutrition Services staff must:

- Follow food safety SOPs, including personal hygiene.
- Prepare and pack breakfast per orders, adjusting for count changes.
- Keep TCS foods within safe temperature ranges (cold $\leq 41^{\circ}\text{F}$, hot $\geq 135^{\circ}\text{F}$).
- Use gloves and utensils to prevent bare-hand contact.
- Follow temperature recording procedures.

Handling Returned Food & Transporters

Nutrition Services staff must:

- Discard all heated food and record quantities.
- Discard any open or served items and log numbers.
- Check and record temperatures; discard cold items above 41°F and note corrective actions.
- Clean and sanitize all returned utensils, transporters, and pans per SOPs.
 - Ensure all food contact surfaces are washed, rinsed, and sanitized
- Store cleaned items properly to prevent contamination.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

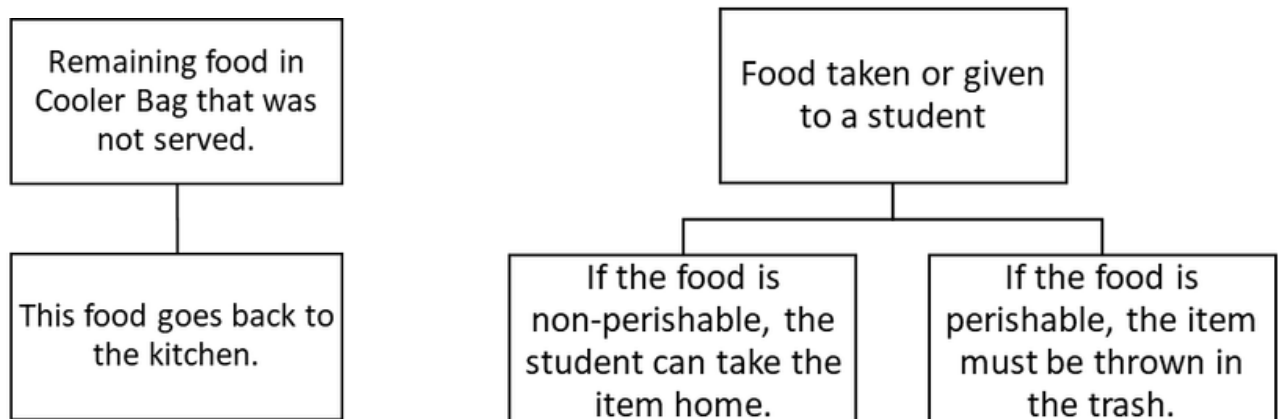
Procedures

Classroom Breakfast Responsibilities

- Meal Distribution:
 - Teachers will stand at the point of selection or place reimbursable items on students' desks to ensure that food maintain safe temperatures.
 - Ensure each meal is reimbursable and has required components.
 - Students may take one of each item; only a second ½ cup of fruit is allowed.
- Roster Tracking:
 - "U" for students who take a meal.
 - "A" for absent students.
 - Blank for students who refuse a meal or do not take all required components.
- Food Handling:
 - Unserved food must remain in cooler bags until returned to the kitchen.
 - Perishable items (e.g., muffins, breakfast sandwiches, any item that requires refrigeration/freezer) must be discarded if not consumed.
 - Non-perishable items (e.g., Craisins, applesauce) may be kept by the student for later, if served to the student they must not be returned/reused.

Due to Food Safety and Sanitation Concerns:

- Food may not be distributed by students.
- Food is not to be kept in the classroom.
- Food that is distributed to students will not be donated to food banks.



SECTION 7

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 their most recent health inspection report posted and visible to consumers.
5. The school will send the Nutrition Director a copy of their health inspection results/reports.

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:

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

Verification & Recordkeeping:

CSI Nutrition Team 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

Foodborne Illness Complaint Procedure

Employees:

- Express concern and inform the complainant the issue will be referred to the school foodservice manager.
- If the manager is on-site, notify them immediately.
- If the manager is absent, document the complaint on the Foodborne Illness Incident Report.

Manager:

- Speak with the complainant and complete the Foodborne Illness Incident report.
- Notify the CSI Nutrition Director and send the report.
- Remove suspected food from service, store it in the refrigerator, and label it “DO NOT EAT” with the date.

CSI Nutrition Director:

- Report the suspected outbreak to the local Health Department.
- Contact the school nurse to assess and document:
 - Symptoms, affected individuals' names, contact information, and physician contact information.
- Inform the school administrator and provide necessary details.
- Handle any media inquiries if they arise.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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

Handling Foreign Objects in Food

- Apologize for the inconvenience of finding a foreign object in the food.
- Assess if the object caused injury (e.g., broken tooth, cut).
- Take the child to the school nurse for evaluation.
- Save the object and its original packaging, if known.
- Record manufacturer details, codes, and dates from the packaging.
- Report the incident to the unit supervisor for follow-up.
- Begin completing the Physical Hazard Incident Report.

Manager Responsibilities

- Collect details from the affected person, food prep staff, and witnesses.
- Assist in completing the Physical Hazard Incident Report.
- Follow up as needed and file corrective action in the HACCP file.
- Send a copy of the report to the CSI Nutrition Director.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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

Food Recall Procedures

1. Training & Compliance: Train foodservice employees on SOP procedures and follow State/local health regulations.
2. Recall Notification: Review recall notice and specific instructions. Communicate recall details to feeding sites.
3. Product Handling:
 - a. Segregate recalled items, including open containers and products in production.
 - b. If items is suspected to contain recalled product, follow district disposal procedures.
 - c. Mark products "Do Not Use" & "Do Not Discard" and inform staff.
 - i. Do not destroy USDA commodity food without official written approval.
4. Reporting & Documentation:
 - a. Notify the Public Relations Coordinator.
 - b. Verify product codes & dates at each feeding site.
 - c. Record inventory counts of recalled items, including amounts in stock and used.
 - d. Account for all recalled products district-wide.

Corrective Action:

1. Determine if the product should be returned or destroyed and by whom.
2. Inform feeding site staff of procedures, dates, and instructions for collection or disposal.
3. Quickly consolidate recalled products.
4. Follow recall notice procedures:
 - a. Nutrition Administration will:
 - i. Report quantity and location to the manufacturer, distributor, or State agency.
 - ii. Maintain all recall documentation, including:
 1. Recall notice
 2. Records of return or destruction
 3. Reimbursable costs
 4. Public notices and media communications
 5. Correspondence with public health and State agencies.

Verification & Recordkeeping:

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.

SPECIAL DIETARY NEEDS – SOP

Policy

To ensure food safety and establish procedures when serving students and consumers who have special dietary needs.

Procedures

- **Medical Statement Requirement:** CSI requires a “Medical Statement for Meal Modifications” due to a disability or food allergy.
- **Review & Communication:** The kitchen manager must review the statement, contact parents or medical providers if needed, and share it with CSI (SFA) and meal vendors if applicable.
 - Food allergen information will be readily available and accessible to parents and students.
- **Record Keeping:** Schools must retain the original medical statement for 3+ years and all approved documentation must be kept on file in each school kitchen. Meal Modification forms must be kept accessible and available to parents/students (e.g., back-to-school packets, front office, or with the school nurse).
 - Required Documentation:
 - IEP/504 Plan (if applicable).
 - Signed and completed “Medical Statement for Meal Modification”.
 - This is signed by a licensed physician, advanced practice nurse, physician assistant, or registered dietitian
 - Food that must be omitted and substitutions are provided.
- **Dietary Preferences:** Schools may choose whether to accommodate dietary preferences.
 - Schools can send “Letter to Parent Explaining Requirements for Site Meal Modification Requests” to inform parents that meal modifications are required for food allergies/disabilities and optional if the school will or will not make substitutions for dietary, religious, and/or cultural preferences.
- **Food Safety & Training:**
 - Prevent cross-contamination between allergen and non-allergen foods, follow Handling Food Allergens SOP.
 - Train all staff member to prepare meals for students with medical accommodations.
 - Nutrition Staff: Learn about the Top 9 allergens, common alternatives, and required accommodations (food allergens & disabilities) vs. optional (dietary preferences).
 - School Nurses: What needs to be accommodated, how allergens are accommodated and how to identify students with allergies.



Menu Modifications

- Menu modifications will be completed by CSI Nutrition Staff and followed once all required documentation has been completed properly and returned to the school’s kitchen manager.
 - Modified menus will be made for students who require alternative options.
 - If lactose intolerant, a lactose free menu will be created.
 - If gluten free, a gluten free menu will be created.
 - Modified menus will not be made when simple alternatives can be made.
 - If allergic to strawberries, apples will be given in place.
 - If peanuts are not served, a peanut free menu is not needed.
 - If peanuts are served but another option is offered, a second peanut free option is not needed.
- Menu modifications will be kept in a binder that is accessible to all kitchen staff for reference.
 - Each menu modification will be created for each student that contains name, allergen, and school picture.
- If a student has a Medical Statement for Meal Modification on file the school does not need to follow meal pattern requirements for that particular student but should be as close to the menu as possible.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

REQUIRED	OPTIONAL
Peanut Allergy	Kosher
Celiac Disease	Vegetarian
Dysphagia	Vegan
Food Allergies	Ketogenic
Disabilities	

FOOD CODE 2022 UPDATES

Certified Food Protection Manager Policy

Available a during all hours of operation, there must be a Certified Food Protection Manager (CFPM) (or Servsafe Food Protection Manager). This person demonstrates that they are able to actively manage food safety risks and direct/control food preparation and service at the facility. This is only a requirement to schools who do prepare and process foods (including schools in the Fresh Fruit and Vegetable Program).

Procedures

- In most cases, each facility will need to have multiple CFPMs on staff at a facility as one CFPM has to be available at all times during operation.
- Only Conference for Food Protection ANSI CFPM Courses meet the accreditation requirements. This includes Servsafe Food Protection Manager Certification.
- CSI will ensure compliance with this and help support schools in obtaining this requirement. Please contact maggienecaise@csi.state.co.us for more information on obtaining Servsafe certification.
- This regulation does not apply to schools that have a food vendor and are not participating in FFVP.
- It is recommended that schools with two campuses have three certified food protection managers. Schools with one campus should have at least two certified employees.
- It is the responsibility of the school to maintain this credential. It is also the school's financial responsibility to obtain this certification. CSI will provide free annual trainings and proctoring.

The Manager will:

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

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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.

FOOD CODE 2022 UPDATES

Food Labeling for Allergies

The revision adds a requirement of notifying consumers of the presence of food allergens in unpackaged foods.

Procedures

Allergen Notification Requirements

- Schools must provide written notification of the nine major food allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy, sesame) in unpackaged foods that are served or sold to the consumer.
- Allergen information can be shared via brochures, menu notifications, placards, labels, or other written methods.
- Unpackaged foods include bulk serving line items, scratch-made recipes, and vendor-packaged meals, which may lack clear allergen labeling.
 - Bulk food on a serving line typically is missing allergen information because it is numerous ingredients merged (such as spaghetti with meat sauce).
- Pre-packaged commercial foods (e.g., chips, pre-cooked nuggets) already display allergen details.
- Staff must be able to provide allergen information upon request; failure to do so is a violation.
- Schools must have a system to track and present allergen information for unpackaged foods when needed.

Corrective Action:

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

Verification & Recordkeeping:

CSI Nutrition Team 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 8

EMERGENCY

READINESS PLAN



CLEANING AND DISINFECTING BODY FLUID SPILLS – SOP

Policy

Implement this SOP to ensure safe and proper cleaning of potentially infectious body fluid spills (vomit, diarrhea, blood). Employees must wear PPE when cleaning and disinfecting.

Procedures

Body Fluid Spill Cleanup Procedure

Applies to: School nutrition employees handling bodily fluid spills.

Instructions:

- **Contain the Area:**
 - Stop foodservice operations if the spill occurs in prep or service areas.
 - Follow the Emergency Readiness Plan SOP (Norovirus section) for continued meal service.
 - Block off the spill area from staff/students until cleanup and disinfection are complete (within 10 feet radius for vomit incidents).
 - Send sick staff/students to the school nurse.
 - Exclude symptomatic foodservice employees (see Employee Health and Responsibilities SOP).
 - Only designated (school nutrition or custodial) staff may clean spills; custodial staff should handle all clean ups that occur in non-foodservice areas.
- **Cleanup Process:**
 1. Retrieve the Body Fluid Cleanup Kit from under the cashier station. **If this kit contains instructions follow those instructions.** Body Fluid Cleanup Kit should be effective for norovirus.
 2. Wear PPE, including **double** non-latex gloves (gloves should be vinyl or nitrile and nonpowdered), disposable gown/apron, disposable shoe covers, and face mask with eye protection. Replace gloves if they tear or become visibly soiled. **Do not touch face or other body parts while wearing gloves.**
 3. Remove visible fluids:
 - Cover body fluid with sand or absorbent material.
 - Use a disposable scoop and blue rags to remove material.
 - Dispose of all waste, including gloves, in a plastic garbage bag.
 - Remove gloves. Dispose of gloves in a plastic garbage bag.
 4. Clean the Affected Area
 - Wear new disposable gloves (consider double gloving).
 - Clean area with soap, water, and blue rags, including handwashing stations or any other areas that may have come into direct contact with bodily fluids
 - Ensure surfaces are visibly clean before disinfection.
 - Dispose of used rags and gloves in a plastic garbage bag.

5. Disinfect the Area

- Wear new disposable gloves (consider double gloving).
- Apply disinfectant (e.g., Purell Professional Surface Disinfectant or bleach) to all affected areas. Use in a well-ventilated area.
- For vomit incidents, disinfect within 25 feet of the spill.
- Clean high-touch areas (door handles, toilets, carts, sinks, etc.) throughout the foodservice area using disinfection solution and paper towels.
- Let disinfectant sit for at least 5 minutes or follow manufacturer's instructions.
- Rinse with clean water and disposable paper towels/mop head.
- Allow surfaces to air dry.
- Dispose of used rags and gloves in a plastic garbage bag.
- Wash hands.

6. Discard Contaminated Food

- Wear new disposable gloves (consider double gloving).
- Discard all exposed food and containers possibly contaminated.
- For vomit/fecal incidents, discard all food within 25 feet.
- A second employee (not handling food) records discarded items on the production record.
- Inform the custodian if contaminated food is in the dumpster for trash service notification.
- Dispose of gloves in a plastic garbage bag and wash hands.

7. Dispose of PPE & Cleaning Materials

- Wear new disposable gloves (consider double gloving).
- Securely tie garbage bags containing all disposed materials from steps 4-7.
- Double bag all garbage.
- Clean non-disposable items (bucket, mop handle) with soap and water, then disinfect and air dry.
- Remove and dispose of PPE in the second garbage bag, then securely tie it.
- Discard waste in the designated disposal area identified by school officials.
- If clothing is soiled, place it in a separate tied bag until laundered.
- Wash hands, arms, and face thoroughly. Put on clean Clothing. If necessary apply ethanol-based hand sanitizer.

8. Sanitize Food Contact Surfaces

- Wash, rinse, and sanitize all 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.

9. Restock Cleanup Kit

- Replenish all used supplies in the Body Fluid Cleanup Kit.

10. Complete Incident Report

- Document the spill and cleanup details on the Body Fluid Incident Report.

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:
 - a. Designated and trained to implement this SOP
 - b. Trained in the use of the Body Fluid Cleanup Kit.
3. Ensure school nutrition employees are:
 - a. Educated on illnesses and symptoms that must be reported to managers.
 - b. 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 & Recordkeeping:

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.



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.

Procedures

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 25-foot radius.
2. While the Custodian is cleaning up, Children within a 25-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:

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

Corrective Action:

Retrain teachers and school nutrition employees on Breakfast in the Classroom Procedures for Norovirus.

Verification & Recordkeeping:

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.

Procedures

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. This will be assembled and ready to be used.
 - 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 rags, and Disposable mop head
 - Disinfecting supplies: Bucket designated for chemical use, Purell Professional Surface Disinfectant (CDC recommends using chlorine bleach on hard surfaces), Disposable rags, Disposable mop head, and 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>.

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>.

Assemble a Body Fluid Cleanup Kit using the materials purchased in step 1 of this SOP:

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

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 & Recordkeeping:

The school nutrition manager will:

1. Once per month, check the Body Fluid Cleanup Kit to ensure it is properly assembled.
2. 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, 1/2 cup serving for fruit, 3/4 cup serving vegetable, and 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 1	
Sun butter Sandwich	
½ cup Canned Fruit	
¾ cup Fresh Vegetable	
Milk	

Norovirus:

- Kitchen Manager must contact the CSI Nutrition Manager to report the Norovirus incident.
- 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.

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:

Retrain teachers and school nutrition employees on Breakfast in the Classroom Procedures for Norovirus.

Verification & Recordkeeping:

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.

SECTION 9

REPORTS

Physical Hazard Incident Report

Date: _____

Employee: _____

Time/meal: _____

Supervisor: _____

Child's name: _____

Parent/guardian's name _____

Telephone: _____

Food item:

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:

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

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
2. U.S. Department of Agriculture
3. Office of the Assistant Secretary for Civil Rights
4. 1400 Independence Avenue, SW
5. Washington, D.C. 20250-9410; or
6. fax:
7. (833) 256-1665 or (202) 690-7442; or
8. email:
9. program.intake@usda.gov

This institution is an equal opportunity provider.

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

A handwritten signature in blue ink, appearing to read "J. Smith", is written across the signature line.