

Guidance Documents

Standard Operating Procedures

(name of establishment)

Subject: Handwashing

How will new employees be trained and by whom? _____

All employees must wash hands at labeled hand sinks. Do not wash hands at dishwashing, food, or mop sinks. Please label and number the locations of hand sinks: _____

Handwashing steps are as follows:

- Use water as hot as you can stand.
- Soap hands and lower forearms.
- Scrub for 20 seconds.
- Rinse.
- Dry with paper towel or hot air dryer.

When must all employees wash hands?

- At beginning of shift.
- After using the toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove change.
- After handling dirty dishes.
- After touching hair or any body part except clean hands and arms.
- During food preparation as often as necessary to prevent cross-contamination.
- After doing other activities that contaminate hands, such as handling trash or chemicals.

Who will make sure it is done and how?

_____ are expected to continually model appropriate handwashing practices for employees.
(specify whom)

_____ shall monitor employee handwashing.
(specify whom)

_____ staff are to assure that all handwashing stations are supplied with soap and paper towels.
(specify whom)

_____ shall monitor hand sinks at _____ to assure sinks have the necessary supplies.
(specify whom)

The _____ shall assure that necessary supplies are in stock.
(specify whom)

How will problems be fixed?

If employees observe inadequate hand washing or lack of necessary supplies, how will this problem be addressed and by whom? _____

What records will be kept and where?

Created date: _____ By: _____
Last Revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Personal Hygiene

What will be done and who will do it?

Describe the type of hygiene training your employees will go through and who will train them. _____

Who will make sure it is done and how?

_____ is/are expected to continually model appropriate hygiene practices for employees.
(specify who)

_____ shall assure cuts, burns, boils or skin infections on employees are covered with a
(specify who) bandage. Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods. While preparing food, employees may not wear jewelry on the arms and hands.

_____ shall assure employees with bandages on their hands are covered with gloves.
(specify who)

_____ will assure there is no eating or use of tobacco in food preparation or equipment areas.
(specify who)

Employees will/will not be allowed to drink in food preparation areas.
(circle one)

If employees are permitted to drink in food preparation areas, they will drink out of approved containers (such as cups with lids and straws). _____
(specify the type of container the facility will use)

Employee uniforms or outer clothing worn to work must be clean. Specify type of uniform/clothing employees will wear (how many/who issued). _____

Employees must wear effective hair restraints designed to keep their hair from contacting exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use articles. Describe the type of hair restraints that will be worn by employees. _____

How will problems be fixed?

If inadequate hygiene practices are observed, how will problems be addressed and by whom? _____

What records will be kept and where? _____

Created date: _____

By: _____

Last revised: _____

By: _____

Standard Operating Procedures

(name of establishment)

Subject: Preventing bare hand contact with ready-to-eat food

Ready-to-Eat Food

The 2005 Food Code defines ready-to-eat food as: "food that is in a form that is edible without additional preparation to achieve FOOD safety."

When employees touch these foods, any contamination that is on their hands is likely to go into a consumer's mouth.

Except when washing fruits and vegetables, food employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.

What ready-to-eat food will be served? _____

Which of the following methods will be practiced to avoid hand contact with the above RTE food?

- Utensils: (list foods) _____
- Deli tissue: (list foods) _____
- Tongs: (list foods) _____
- Single-use gloves: (list foods) _____
- Dispensing equipment: (list foods) _____
- Other: (please describe and list foods) _____

Employees will be trained in the following manner and by whom? _____

Some employees may have or may develop allergies to latex gloves. Gloves made from other materials such as vinyl are available.

Who will make sure it's done and how?

_____ is expected to promote good bare hand contact practices for employees.
(specify whom)

_____ shall monitor employee bare hand contact practices.
(specify whom)

How will problems be fixed?

If employees observe inadequate bare hand contact methods or lack of necessary supplies, how will this problem be addressed and by whom? _____

What records will be kept and where?

Created date: _____ By: _____
Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Employee Health

The Employer or person in charge will:

1. Ascertain the present condition of existing food employees and those to whom a conditional offer of employment is made by using Form 1-A from Annex 7 of the 2005 Food Code "Conditional Employee and Food Employee Interview" (available from the Health Department), and maintaining a copy in the employee files.
2. Document how existing and new employees were informed regarding their legal reporting responsibilities relating to employee health issues, including the date and topics discussed and place in the employee files. The documentation will be complete using Form 1-B from Annex 7 of the 2005 Food Code "Conditional Employee of Food Employee Reporting Agreement" (available from the Health Department), and maintaining a copy in the employee files.
3. Monitor employees for visible or obvious symptoms which may require exclusion or restriction.
4. Maintain all documents and record of exclusions and restrictions for review by the Health Department.
5. Maintain the facility policy and procedure and make available to all interested employees.
6. Contact the health department if there are any questions.

What will be done and who will do it?

_____ must:
(specify person (s) in charge)

1. Become familiar with and recognize diseases that are transmitted by foods.

Common symptoms of illnesses that can be easily spread by food include:

Diarrhea	Sore throat with fever
Vomiting	Discharges from the eyes, nose, and mouth
Fever	Infected wounds and boils
Jaundice	

2. Inform employees of reporting requirements regarding their health.

Food employees will be notified of their legal responsibility to report to the person in charge when:

- they experience any of the common symptoms of illnesses that can be easily spread by food, including diarrhea; sore throat with fever; vomiting; discharges from the eyes, nose, and mouth; fever; infected wounds and boils; and jaundice;
- they are diagnosed as being ill as a result of a "Big Five" pathogen. The "**BIG FIVE**" pathogens are: Salmonella Typhi (Typhoid Fever), Shigella (Shigellosis), E Coli O157:H7, Hepatitis A virus; or Norovirus;
- they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the "Big Five"; and/or
- they live with a household member who has any of the "Big Five" pathogens, or if a household member works in or attends a setting where any of the "Big Five" have caused a confirmed outbreak.

3. Restrict or Exclude affected food workers.

Food employees will be excluded from the establishment if:

- they are diagnosed as having an illness associated with a "Big Five" pathogen.
- they are jaundiced, and the onset of the jaundice occurred in the last 7 days.

Food employees will be restricted in the food establishment from working with exposed food; clean equipment; utensils and linens; and unwrapped single service and single-use articles if the food employee;

is suffering from symptoms of illnesses associated with being easily spread by food including;

Diarrhea	Sore throat with fever
Vomiting	Discharges from the eyes, nose, and mouth
Fever	Infected wounds and boils
	Jaundice

- has a lesion containing pus, such as a boil or infected wound that is open or draining and is:
 - on the hands or wrists, unless an impermeable cover, such as a finger cot or stall protects the lesion and a single use glove is worn over the impermeable cover,
 - on the exposed portions of the arms, unless the lesion is protected by an impermeable cover, or
 - on other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage.
- is not experiencing a symptom of acute gastroenteritis, but has a stool that yields a specimen culture that is positive for Salmonella typhi, Shigella species, E Coli 0157:H7 or Norovirus. Such a person is considered a “shedder” of Big Five pathogens.
- is jaundiced and the onset occurred more than 7 calendar days before, are not suspected of causing foodborne illness, not diagnosed with Hepatitis A, and the facility does not serve a highly susceptible population.

A **highly susceptible population** is defined as a group of persons who are more likely than other populations to experience food borne diseases because they are immunocompromised or older adults, and in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a day care center.

This establishment does / does not (circle one) serve a highly susceptible population.

- If the facility serves a highly susceptible population, food employees will be excluded from the establishment if:
 - they are experiencing symptoms of acute gastrointestinal illness and they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the “Big Five”; and/or they live with a household member who has any of the “Big Five” pathogens, or if a household member works in or attends a setting where any of the “Big Five” have caused a confirmed outbreak;
 - they have had a past illness from Salmonella Typhi within the last 3 months;
 - they have had had a past illness from Shigella species, or E. coli 0157:H7 within the last month; and/or
 - they are jaundiced and the onset of the jaundice was more than 7 days before.
4. Notify the Health Department when an employee is diagnosed with a “Big Five” pathogen. The “Big Five” pathogens are Salmonella typhi, Shigella species; E coli 0157:H7, Hepatitis A and Norovirus.
5. Reinstate affected food workers who are restricted or excluded. Reinstatement will be performed in the following manner:
- Any Excluded employees will be reinstated per written medical documentation from a physician and approval from the Health Department.
 - Any restricted employee exhibiting symptoms such as diarrhea; sore throat with fever; vomiting; and fever; will be reinstated via the Person in Charge when symptoms cease and no foodborne illness occurs.
 - A restricted food employee who is jaundiced and the onset occurred more than 7 calendar days before, are not suspected of causing foodborne illness, not diagnosed with Hepatitis A, and the facility does not serve a highly susceptible population will be reinstated via the Person in Charge per physician documentation that the person is free of Hepatitis A.
 - A restricted food employee who is asymptomatic, but has a positive stool for Salmonella typhi, Shigella, or E. coli 0157:H7 will be reinstated by the Person in Charge via physician documentation of consecutive negative stools.
 - If a restricted food employee exhibits symptoms such a diarrhea; sore throat with fever; vomiting; fever; and jaundice that result from a chronic noninfectious condition, they will be reinstated via the person in charge, via written documentation from a physician.
 - A restricted food employee who exhibits persistent sneezing, coughing, or runny nose will be reinstated by the person in charge once the symptoms cease.
 - If the establishment serves a highly susceptible population, the person in charge will seek guidance from the health department on how to reinstate excluded or restricted employees.

All Food Employees must:

1. Review this standard operating procedure.
2. Notify the person in charge when:
 - they experience any of the common symptoms of illnesses that can be easily spread by food, including diarrhea; sore throat with fever; discharges from the eyes, nose, and mouth; fever; infected wounds and boils; and jaundice;
 - they are diagnosed as being ill as a result of a **BIG FIVE** pathogen. The “Big Five” pathogens are Salmonella typhi, Shigella species; E coli 0157:H7, Hepatitis A and Norovirus;
 - they are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the “Big Five”; and/or
 - they live with a household member who has any of the **BIG FIVE** pathogens, or if a household member works in or attends a setting where any of the **BIG FIVE** have caused a confirmed outbreak.
3. Comply with exclusions or restrictions based on their health condition.

Who will make sure employee health requirements are followed and how?

How will problems be fixed?

I have read and understand this standard operation procedure regarding food employee health requirements.

Person in charge of monitoring food employee health

Date

Last Revised: (date): _____

By: _____

Standard Operating Procedures

(name of establishment)

Subject: Approved Sources

What are the approved sources that food can come from?

- Buy only from suppliers who are getting their products from licensed sources and manufacturers who inspect goods and are in compliance.
- Meat must be USDA inspected and/or graded.
- Food in hermetically sealed containers shall be obtained from a food processing plant that is regulated by the food regulatory agency.
- Fluid milk and milk products shall be obtained from sources that comply with Grade A standards as specified by law.

What are sources of food that are unacceptable?

- Home-prepared and home-canned food is not allowed.
- Wild mushrooms must be inspected and found to be safe by an approved mushroom identification expert.
- Uninspected wild game or wild caught fish is not allowed.
- All shellfish must be from listed approved sources and shellstock tags retained for 90 days from the date the container is emptied.
- All food must be received at proper temperatures/protected from contamination during transportation and received in a safe and unadulterated condition.

What will be done and who will do it?

Which employees will be responsible for purchasing food from approved sources? (Specify whom)

Which employees will evaluate the condition of incoming food supplies? (Specify whom)

How will the quality control process be done? (Specify whom) _____

How will problems be fixed?

What records should be kept and where?

Created date: _____

By: _____

Last revised: _____

By: _____

Standard Operating Procedures

(name of establishment)

Subject: Cleaning and Sanitizing Food Contact Surfaces

What will be done and who will do it?

New employees will be trained in the following manner and by whom? _____

All food contact surfaces, a surface of equipment or a utensil with which food normally comes into contact, and Cleaning In Place (CIP), food equipment that cannot be placed into a ware washing machine or 3-compartment sink, must be cleaned and sanitized:

- At the beginning of each shift
- During food preparation and as often as necessary to prevent cross-contamination
- Each time there is a change from working with raw food to working with ready-to-eat foods
- Between uses with raw fruits and vegetables and with potentially hazardous food
- Before using or storing a food temperature measuring device
- At any time during the operation when contamination may have occurred
- In use utensils that are stored on counters out of food at temperatures between 41 degrees F and 135 degrees F for more than 4 hours

List of CIP equipment: _____

Procedures for cleaning and sanitizing

All food contact surfaces and CIP equipment must be cleaned in the following manner:

- WASH – at 110 degrees using detergents that will clean agents that remove grease or fat associated with food residues. Remove food, soil, and other types of debris from surfaces.
- RINSE – at 70 degrees with warm water.
- SANITIZE – at 70 degrees with an approved sanitizer.
- AIR DRY – all surfaces and equipment before using.

All cleaners and sanitizers must be used according to the Food Code, manufacturer's specifications, and Material Safety Data Sheets.

Use proper test strips that are capable of measuring sanitizer levels.

What chemicals will be used to clean and sanitize food contact surfaces and CIP equipment?

Who will make sure it's done and how?

_____ Will monitor cleaning practices.
(specify who)

_____ Will assure that cleaning of food contact surfaces and CIP equipment is
(specify who) done to be sure that all food contact surfaces are clean to the sight and touch.

How should problems be fixed? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Cross-contamination

What will be done and who will do it?

What employee training will be done to prevent cross contamination and by whom?

Store and prepare food to prevent contamination. How will this facility prevent contamination of:

- In-use utensils: _____
- Cutting boards: _____
- Tasting food: _____
- Equipment for different types of food: _____
- Canned goods: _____
- Washed fruits and unwashed fruits, including melons: _____
- Buffet plates and utensils: _____
- Foods in storage: _____
- Preparation of Foods: _____
- Foods on Display: _____

Foods in storage must be stored to prevent contamination. Describe the storage method for foods in the cold holding units.

Example:

Top shelf	Ready-to-eat-foods
	Raw shelled eggs
	Raw Fish
	Raw Pork
	Raw meats and beef
Bottom shelf	Raw Poultry

(fill in table below)

How will problems be fixed? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last Revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Warewashing

What will be done? _____

All pots, pans, utensils, silverware, plates, etc. need to be washed, rinsed, sanitized and air dried after being used.

This facility will utilize the following (check all that apply):

- A three compartment dishwashing sink
- An automatic chemical sanitizing dishwashing machine
- An automatic hot water sanitizing dishwashing machine

The following steps are to be utilized for manual warewashing:

1. Scrape food from dishes into disposal or garbage;
2. Wash in hot soapy water,
3. Rinse in clear hot water,
4. Sanitize by immersing in an approved chemical sanitizing solution for 30 seconds; and
5. Air drying.

The manufacturer instructions will be followed for cleaning and sanitizing items in the dishwashing machine. The designated person in charge will review with all employees the steps for manual warewashing, and the proper operation of the automatic dishwashing machine.

List any large pots, pans, or utensils that may require special washing and sanitizing procedures: _____

What special procedures will be required for the above listed items? _____

What type of sanitizer(s) will be used in the warewashing process: _____
(Test kits are required for each type of sanitizer used in the operation)

Who will make sure it's done and how?

_____ is/are expected to model appropriate warewashing practices, and to monitor warewashing practices of food employees. Persons in charge will also train new employees regarding this standard operation procedure for employees.

Food employees are expected to adhere to the standard operating procedure when performing warewashing duties.

How will sanitizer concentrations, and/or hot water sanitizing temperatures be monitored and how often?

How will problems be fixed? _____

Items that have not been properly cleaned and sanitized must go through the process until they have been cleaned and sanitized in accordance with the Food Law. The designated person in charge must immediately re-train and counsel employees who demonstrate improper warewashing techniques.

What records will be kept and where? _____

The manufacturer's operating manual(s) for the dishwashing machine(s) will be made available to food employees who request it. All repair, maintenance and calibration records will be kept on file for the warewashing machine(s).

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Datemarking

The 2005 Food Code defines datemarking as a means of controlling the growth of *Listeria monocytogenes*; a bacteria that continues to grow even at refrigerated temperatures. Date marking is a process that assures the food is discarded before these bacteria can cause foodborne illness.

You must date mark any food that meets all three of the following criteria:

- Potentially Hazardous Food (PHF)/Time-Temperature Controlled for Safety (TCS) food requiring time and temperature control to limit the pathogen growth or toxin formation.
- Ready-to-eat foods that may be eaten without any additional preparation steps to make food safe.
- Foods stored under refrigeration for more than 24 hours.

Managers are now given more options for marking the consumption, sale, or discard date for ready-to-eat potentially hazardous food that won't be used within 24 hours. These foods must be used or discarded within seven days (date of preparation + six days) Example: Food prepared on March 1 must be discarded on March 7.

A food establishment operator can choose any marking method that suits their needs. It's important to know whatever system you use, it must be understandable, effective, consistently used by employees, and clear to your inspector during the evaluation. It's recommended you provide a written policy for employees to follow. Examples of commonly used systems are: Daydots™, dry erase markers, scale labels, and dissolvable stickers. Previously approved systems are still acceptable.

New foods exempted from date marking include:

- Deli salads prepared and packaged by a food processing plant such as ham, chicken, egg, seafood, pasta, potato, and macaroni salad.
- Cultured dairy products such as yogurt, sour cream, and buttermilk.
- Certain types of hard and semi-soft cheeses such as cheddar, gruyere, parmesan, reggiano, romano, blue, edam, gorgonzola, gouda, and Monterey jack.
- Preserved fish products such as pickled herring, dried, or salted cod.
- Shelf-stable dry fermented sausages, pepperoni, and salami not labeled as "keep refrigerated."

For the most up to date listing please visit: <http://www.cfsan.fda.gov/~acrobat/fc05-a3.pdf>

Note: Products modified after opening must be date marked. See Food Code section 3-501.17.

What will be done and who will do it?

New employees will be trained in the following manner and by whom? _____

List foods that will require date marking: _____

Who will make sure it's done and how:

_____ are expected to continually monitor foods that need date marking.
(specify whom)

_____ shall monitor employees responsible for date marking.
(specify whom)

_____ will assure that necessary supplies for date marking are in stock.
(specify whom)

Describe what type of date marking system will be used. _____

How will problems be fixed?

If employees observe inadequate date marking, how will this problem be addressed and by whom? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Thawing Potentially Hazardous Food

What will be done and who will do it?

Describe the training that employees will be given:

_____ will provide the training.

(specify whom)

The following approved methods of thawing potentially hazardous foods will be utilized for the foods specified (check all that apply):

- thawing in a refrigerator at 41° F or below;
List food to be thawed by this method:

- submerged under running water at 70° or below, and of sufficient flow to remove food particles;
List foods to be thawed by this method:

- in a microwave as part of a continuous cooking process; and/or
List foods to be thawed by this method:

- while cooking (cook from frozen)
List foods to be thawed by this method:

Who will make sure it's done and how? _____

_____ is expected to continually model appropriate thawing practices, and (specify whom) monitor thawing practices of food employees.

All food employees are expected to adhere to the standard operating procedure when thawing potentially hazardous foods.

How will problems be fixed? _____

Foods that have improperly thawed will be discarded.

Designated persons in charge must immediately re-train and counsel employees who improperly thaw potentially hazardous foods.

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Cooking Temperatures

What will be done and who will do it?

What training will employees go through to learn cooking temperatures and by whom?

Please list all food that will be cooked and the minimum temperatures they will be cooked to:

165° F _____
155° F _____
145° F _____
135° F _____

REFERENCE CHART:

165°	Poultry, stuffing, stuffed meat or fish, casseroles, egg dishes, dishes combining raw and cooked food. Potentially hazardous food cooked in microwave.
155°	Ground or flaked meats
145°	Pork, beef and pork roasts, beef steaks, veal, lamb, commercially raised game animals, fish, foods containing fish, shell eggs for immediate service. See the Food Code, subpart 3-4 for alternate cooking times for beef and pork roasts and ground meat.
135°	Fruits and vegetables that are cooked for hot holding.

Note: Cook to this temperature for at least 15 seconds

How will employees monitor the temperature of cooked food? _____

How will problems be fixed? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Cooling

Cooked potentially hazardous food shall be cooled: Within 2 hours, from 135° F to 70° F; and within 4 hours, from 70° F to 41° F or less.

What potentially hazardous foods will be cooked and cooled? _____

Which of the following methods will be used to rapidly cool potentially hazardous foods?

	Food	Amount	Method
Ice paddles:			
Ice bath:			
Walk-in cooler:			
Rapid chill:			
Walk-in freezer:			
Shallow pan:			
Add ice:			
Other: (explain)			

New employees will be trained in the following manner and by whom? _____

How will cooling times and temperatures be checked? _____

Who will make sure it's done and how?

_____ is expected to promote good cooling practices for employees.
(specify whom)

_____ shall monitor employee cooling practices.
(specify whom)

How will problems be fixed?

If employees observe inadequate cooling methods, how will this problem be addressed and by whom?

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Reheating of potentially hazardous food

(Reference: Food Code 3-403.11)

- When previously cooked food is reheated for hot holding, reheat to 165°F for 15 seconds within 2 hours.
- Discard food that has not been reheated to 165°F in 2 hours.
- Do not use equipment that is not capable of reheating the food 165°F within 2 hours.
- If reheating in a microwave oven for hot holding the food shall be reheated so that all parts reach an internal temperature of at least 165° F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.

When food is held, cooled, and reheated in a food establishment, there is an increased risk of contamination caused by personnel, equipment, procedures, or other factors. If food is held at improper temperatures for enough time, pathogens have the opportunity to multiply to dangerous numbers. Proper reheating provides a degree off assurance that pathogens will be eliminated.

What foods will be reheated? _____

How will they be reheated? _____

What equipment will be used to reheat foods? _____

How will reheating times and temperatures be checked? _____

What will be done and who will do it?
New employee will be trained in the following manner and by whom? _____

How will problems be fixed?
If employees observe inadequate/improper reheating of potentially hazardous foods, how will this problem be addressed and by whom? _____

What records will be kept and where? _____

Created date: _____ By: _____
Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Hot Holding for Potentially Hazardous Foods

Hot holding temperatures should be taken at least every 2 hours to assure safety. Any foods not held at 135° F or above must be discarded after 4 hours.

What will be done and who will do it?

Please list the foods that will require hot holding _____

Please list all equipment that will be used for hot holding potentially hazardous foods

How will new employees be trained on this procedure and by whom? _____

The minimum hot holding temperature for foods in this facility is _____ ° F

How will hot holding temperatures be monitored? _____

What other methods will be used to help keep potentially hazardous foods hot (i.e. stirring, covered containers) _____

How will problems be fixed?

If inadequate hot holding temperatures or lack of monitoring of temperatures are observed, how will this problem be addressed and by whom? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

Standard Operating Procedures

(name of establishment)

Subject: Cold Holding

(Reference: Food Code 3-501.16)

- Use only cold-holding equipment that can keep foods at 41° F or lower.
- Keep foods covered.
- Take food temperatures at least every 2 hours for foods on display and every 4 hours for foods in coolers.
- Foods must be discarded after 4 hours if they have not been held at 41° F or below.

Approved commercial refrigeration units shall be provided to keep potentially hazardous foods at 41° or lower. Unpackaged food may not be stored in direct contact with undrained ice. Product rotation must be systematic. Fresh product shall not be added to existing product supplies. Existing products need to be discarded or used and the original container cleaned and sanitized.

What potentially hazardous foods will be held cold? _____

What cold-holding equipment will be used for different foods? _____

How will cold-holding temperatures be checked? _____

What will be done and who will do it?

New employees will be trained in the following manner and by whom?

Who will make sure it's done and how? (specify whom)

How will problems be fixed?

If employees observe inadequate cold-holding food temperatures how will this problem be addressed and by whom? _____

What records will be kept and where? _____

Created date: _____ By: _____

Last revised: _____ By: _____

