Fixed Food Establishment Standard Operating Procedures Manual

Who must submit standard operating procedures (SOPs)?

- All new fixed food establishments, except vending locations.
- Remodeled food establishments that change menu or operation.

What are standard operating procedures?

- SOPs are written procedures that describe the activities specific to your menu and operation to ensure compliance with the requirements within the Michigan Modified Food Code and Michigan Food Law. These procedures should be used to train the staff members responsible for these activities. To view the Michigan Modified Food Code, Michigan Food Law and other fact sheets go to: http://www.michigan.gov/mdard/0,4610,7-125-50772_45851_61711---,00.html or call 800-292-3939 to request single free copies.
- If your operation is conducting a specialized food process, as described on page 2, a HACCP plan will be required in addition to any appropriate SOPs.

Why must procedures be submitted?

- Michigan's Food Law requires standard operating procedures to be established prior to opening.
- SOPs should be used to train employees on basic food safety procedures which will enable your facility to operate in a safe manner.

How must procedures be developed?

- Procedures are intended for use by managers and employees. They should be specific to the menu, equipment, and operations of your facility. Develop procedures in the language, style and format best for the establishment. An English copy of the procedures is needed for the regulating agency.
- For those that need assistance, see the SOP Template and Technical Guidance section of this document.

What procedures apply to all establishments and must be submitted?

- Handwashing
- Personal hygiene
- Preventing bare hand contact with ready-to-eat foods
- Employee health
- Food from approved sources
- Cleaning and sanitizing food contact surfaces (i.e. warewashing)
- Protecting food from contamination

What procedures must all establishments submit when applicable to their operation?

- Date-marking ready-to-eat, time/temperature control for safety food
- Time as a public health control
- Thawing time/temperature control for safety food
- Cooking time/temperature control for safety food
- Cooling time/temperature control for safety food
- Reheating for hot holding of time/temperature control for safety food
- Hot holding time/temperature control for safety food
- Cold holding time/temperature control for safety food
- Catering/off site/satellite food service
- Outdoor exposed dining/food preparation
- The regulatory authority may require additional written SOPs depending upon your intended operation

What are specialized processes and HACCP Plans?

A Hazard Analysis and Critical Control Point (HACCP) plan is a written document that outlines the formal procedures for specialized food processes such as smoking food for preservation, curing, reduced oxygen packaging, fermentation, and/or packaging raw unpasteurized juice (FDA Food Code 3-404.11, 3-502.11, 3-502.12, 3-801.11). Products produced for wholesale under the Code of Federal Regulations, may also require specific HACCP plans under those regulations.

Please consult your regulatory agency if you plan to wholesale products (i.e. sell to another retail or food service operation).

When conducting a process that requires a HACCP plan, that HACCP plan must be submitted separately from the SOPs outlined within this document. Review of your submitted HACCP plan will be conducted by the regulatory authority and any necessary changes or clarifications will be communicated. Contact your regulatory authority regarding further guidance on specialized processes and HACCP plans.

Which foods would be considered time/temperature control for safety foods (TCS)?

Time/temperature control for safety foods are items that require time/temperature control to prevent growth of pathogenic microorganisms, such as bacteria, or to prevent toxin formation. Microorganisms generally grow rapidly in moist, high protein foods that have not been acidified or otherwise processed to prevent such growth.

Examples of TCS foods include, but are not limited to:

- Animal foods that are raw or heat treated such as:
  - Milk or milk products including cheese and whipped butter
  - Meats including raw or partially cooked bacon
  - Shell eggs
  - Fish
  - Poultry and poultry products
  - Shellfish
- Food derived from plants that are heat treated including:
  - Onions (cooked and rehydrated)
  - Cooked rice
  - Soy protein products (example: tofu)
  - Potatoes (baked or boiled)
- Food derived from plants that consist of:
  - Cut leafy greens
  - Cut tomatoes or mixtures of tomatoes
  - Cut melons
  - Raw seed sprouts
- Garlic-in-oil, and other vegetable-in-oil mixtures that are not treated to prevent the growth and toxin production of *C. botulinum*.
- Certain sauces, breads, and pastries containing time/temperature control for safety food (examples: meat, cheese, cooked vegetables or cream).

What is Not a TCS food?

- An air-cooled hardboiled egg with shell intact
- A food with water activity of 0.88 or less (e.g. food with low moisture)
- A food with a pH lower than 4.2 (e.g. acidic food)
- A food in a hermetically sealed container commercially processed to achieve and maintain sterility
- A food for which laboratory evidence has demonstrated that growth and/or toxin formation of pathogenic microorganisms are unlikely to occur due to the characteristics of the food.

Food establishment managers are responsible for accurately determining which of the foods they serve or sell are TCS and therefore require strict temperature control. Use Tables A and B found in the Michigan Modified Food Code under section 1-201.10 (B) Potentially Hazardous Food (Time/Temperature Control for Safety Food) to help in determining TCS foods.

Assistance in determining if food meets these requirements is generally available from independent consulting laboratories certified to conduct microbiological testing of foods, and university-based food scientists.

Once procedures are developed, where should they be sent and what happens to them?

- Procedures should be sent to the regulating agency reviewing the plans as soon as they are ready. The regulatory authority will verify that the information in the procedures is technically correct. Be sure to leave enough time to make changes. Contact your regulatory authority for help.
- Procedures are required to follow the requirements of the Michigan Modified Food Code before your food license can be issued.
- Procedures should be kept on-site and used by the person in charge and employees.

SOP Template and Technical Guidance

The following pages provide guideline templates for writing an SOP for the topics previously listed in this document. Each template contains questions that should be answered regarding your procedure as well as technical information/guidance for the listed procedure. These templates are offered as guidance in developing your SOPs; additional pages can be attached to these templates to further explain your SOPs. **Either customization of these templates to be specific to your facility, or submittal of a different set of documents covering equivalent information is acceptable.**

STANDARD OPERATING PROCEDURES (SOPs) FOR FIXED FOOD ESTABLISHMENTS

SOPs are procedures specific to your menu and operation that describe the tasks necessary to prevent foodborne illness and follow the Michigan Food Law and Michigan Modified FDA Food Code. These procedures should be used to train the staff members responsible for the tasks.

INSTRUCTIONS: Provide detailed and complete food safety procedures for the listed topics. **If a topic is not applicable to your operations, write "Not Applicable" or "NA"**. Topics marked with **"**"** are applicable to all fixed food establishments, regardless of the type of operation, menu, or equipment proposed.

Name of Establishment: Click or tap here to enter text.

Name of License Holder: Click or tap here to enter text.

Address of Establishment: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Phone #: XXX-XXX-XXXX Fax #: XXXXX

E-mail: Click or tap here to enter text.

Who will be responsible for training employees on SOPs?

Position Title(s): Click or tap here to enter text.

Describe the methods for training employees on SOPs (e.g. video, demonstration, operation manual, etc.).

Click or tap here to enter text.

If applicable, list what food safety logs (e.g. cold holding, hot holding, cooking, cooling, reheating, etc.) will be utilized.

Click or tap here to enter text.

I certify that the SOPs submitted are accurate for this facility, to the best of my knowledge.

Signature of License Holder: Sign Here Date: MM/DD/YYYY

**HANDWASHING

Applicable Food Code sections: 2-301.11, 2-301.12, 2-301.14; 2-301.15, 6-301.11, 6-301.12

Employees must adhere to the following hand washing procedures:
Rinse hands and lower forearms under clean, running, warm water. Apply soap and rub hands together for at least 10 to 15 seconds paying attention to removing soil from fingertips, underneath fingernails, and between fingers. Then rinse with clean, running, warm water followed by drying with paper towel or another approved hand drying device. Hands must only be washed at designated hand sinks, not at food preparation sinks, three-compartment sinks, etc.

Employees must wash hands:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet room;
- After caring for or handling service animals or aquatic animals;
- After coughing, sneezing, using a handkerchief or disposable tissue;
- After using tobacco, eating, or drinking unless the beverage container is handled to prevent contamination of employee's hands;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- When switching between working with raw food and working with ready-to-eat food;
- Before putting on gloves for working with food; and
- After engaging in other activities that contaminate the hands, such as handling trash or chemicals.

Who will assure that hand sinks are properly stocked (e.g. soap and hand drying provisions)?

Position Title(s): Click or tap here to enter text.

Who will monitor to assure employees are washing their hands at appropriate times?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if handwashing procedures are not followed and who will be responsible for this corrective action?

Click or tap here to enter text.

**PERSONAL HYGIENE

Applicable Food Code Sections: 2-201.11(A) (1) (e), 2-302.11, 2-303.11, 2-304.11, 2-401.11, 2-401.12, 2-402.11

Employees must adhere to the following personal hygiene procedures:

- Outer clothing of food employees must be clean.
- Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharge from the eyes, nose, or mouth may not work with exposed food; clean equipment, utensils, and linens; or unwrapped single-service or single use articles.
- A lesion containing pus such as a boil or infected wound that is open or draining and is:
    - On the hands or wrists must be covered with an impermeable cover such as a finger cot or stall that protects the lesion and a single-use glove is worn over the impermeable cover.
    - On exposed portions of the arms must be protected by an impermeable cover.
    - On other parts of the body covered with a dry, durable, tight-fitting 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 (except for a plain ring such as a wedding band).
- Employees are not allowed to eat or use tobacco in food handling or equipment areas.
- Employees may drink from a closed beverage container in food handling areas. The container must be handled and stored in a manner to prevent contamination of the employee's hands, exposed food, clean equipment, utensils, and linens, and unwrapped single-service and single-use articles.
- Employees must wear effective hair restraints such as hats, hair coverings or nets.

Where will employees be permitted to eat and drink? If drinks are allowed in food handling areas, what type of containers will be used and how will they be stored?

Click or tap here to enter text.

Where will employees be permitted to use tobacco products?

Click or tap here to enter text.

What type of hair restraint will be worn?

Click or tap here to enter text.

Who will monitor to assure employees are following proper hygiene procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if hygiene procedures are not followed and who will be responsible for this corrective action?

Click or tap here to enter text.

**BARE HAND CONTACT WITH READY-TO-EAT FOODS

Applicable Food Code Sections: 3-301.11

Ready-to-eat (RTE) foods

- These are foods that can be eaten without any further preparation to make them safe for consumption.
- Except when washing fruits and vegetables, food employees may not touch exposed ready-to-eat foods with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Suppliers make many different types of gloves intended for food handling. Some individuals may have or may develop allergies to latex gloves. Alternative glove materials such as vinyl or nitrile are available for food handling. Consult your glove supplier for assistance.

List which types of ready-to-eat foods (or groups of food) will be handled using the following methods:

Utensils (spatula, tongs, serving spoons, etc.): Click or tap here to enter text.
Deli tissue: Click or tap here to enter text.
Single-use gloves- describe type of gloves used (e.g. latex, vinyl, nitrile) as well as the ready-to-eat foods: Click or tap here to enter text.
Dispensing equipment- describe equipment as well as the type of ready-eat foods: Click or tap here to enter text.

Who will monitor to assure employees are not touching ready-to-eat foods with their bare hands?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if ready-to-eat foods are touched with bare hands and who will be responsible for this corrective action?

Click or tap here to enter text.

**EMPLOYEE HEALTH

Applicable Food Code Sections: 2-103.11(M), 2-201.11, 2-201.12, 2-201.13

Employee Health:

- The person in charge (PIC) at the facility is required to:
  - Recognize symptoms of diseases that are transmitted by foods. Common symptoms of illnesses that can be easily spread by food include:
    - Diarrhea
    - Vomiting
    - Jaundice
    - Sore throat with fever, or
    - Infected wounds and boils on the hands or arms
  - Notify employees of their reporting requirements regarding their health and activities. Employees must notify management when:
    - They experience any of the common symptoms that can be easily spread by food:
      - Diarrhea
      - Vomiting
      - Jaundice
      - Sore throat with fever
      - Infected woods and boils on the hands or arms
    - They are diagnosed as being ill as a result of any of the following pathogens (Big Five)
      - Norovirus
      - Hepatitis A virus
      - *Shigella spp*.
      - Enterohemorrhagic or Shiga toxin-producing *Escherichia coli (E. coli*)
      - *Salmonella typhi*
    - They are exposed to or are suspected of causing a confirmed foodborne illness outbreak of any of the Big Five.
    - They live with a household member who has any of the Big Five, or if a household member works in or attends a setting where any of the Big Five have caused a confirmed outbreak.
  - Exclude food employees from the establishment with the following conditions:
    - Diagnosed as having an illness associated with a Big Five pathogen
      - For employees diagnosed with one of the Big Five <u>but experiencing no illness symptoms</u>, consult the regulatory authority. Restriction is allowed under some circumstances.
    - Signs of jaundice, (yellowing of skin and/or eyes), and onset occurred in the last 7 calendar days.
    - Symptoms of vomiting and/or diarrhea
  - Restrict food employees with the following conditions from working with exposed food; clean equipment, utensils and linens; unwrapped single service and single-use items; etc.:
    - Sore throat with fever **(Exclude employee if serving a *highly susceptible population.)**
    - An uncovered lesion containing pus, such as a boil, or an uncovered infected wound
  - Additionally, for a ***highly susceptible population**, restrict food employees from the establishment with the following conditions:
    - Has been exposed to, or is the suspected source of, a confirmed Norovirus outbreak within the past 48 hours,
    - Has been exposed to, or is the suspected source of, a confirmed outbreak of Enterohemorrhagic or Shiga Toxin-producing *E. soli* or *Shigella spp.* within the past 3 days.
    - Has been exposed to, or is the suspected source of, a confirmed *Salmonella typhi* outbreak within the past 14 days.
    - Has been exposed to, or is the suspected source of, a confirmed Hepatitis A outbreak within the past 30 days, or
    - Lives with household member who has any of the Big Five pathogens, or a household member attends a setting where any of the Big Five have caused a confirmed outbreak.

*__Highly susceptible population__ means persons who are more likely than other people in the general population to experience foodborne disease because they are:

- Immunocompromised; preschool age children, or older adults; and obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such

as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.

- Notify the regulatory authority when an employee is diagnosed with any of the below listed pathogens or is jaundiced.
  - Norovirus
  - Hepatitis A virus
  - *Shigella spp*.
  - Enterohemorrhagic or Shiga toxin-producing *Escherichia coli (E. coli)*
  - *Salmonella typhi*
- Reinstate affected food workers who are restricted or excluded. Reinstatement will be performed in the following manner:
  - Any employee excluded due to jaundice or diagnosis with one of the Big Five will be reinstated per written medical documentation from a physician and **approval from the regulatory authority.** Contact the regulatory authority for assistance with other options for reinstatement.
  - Any employee excluded due to symptoms of vomiting or diarrhea will be reinstated after they have been symptom free for at least 24 hours, or after they have provided medical documentation that the symptom is from a noninfectious condition.
  - Any employee restricted or excluded due to illness with sore throat and fever will be reinstated when they have provided medical documentation that they have received antibiotic therapy for *Streptococcus pyogenes* infection for more than 24 hours, they have had at least one negative throat specimen culture for *Streptococcus pyogenes*, or it is otherwise determined by a health practitioner that they are free of *Streptococcus pyogenes* infection.
  - Any employee restricted due to an uncovered infected wound or pustular boil will be reinstated when the area is properly covered with one of the following:
    - On the hands or wrists, an impermeable cover such as a finger cot or stall with a single-use glove worn over the impermeable cover,
    - On exposed portions of the arms, an impermeable cover, or
    - On other parts of the body, a dry, durable, tight-fitting bandage
  - For any employee serving a highly susceptible population that was restricted due to Big Five exposure, contact the regulatory authority for assistance with reinstatement.
- Assure that the following procedures are met:
  - Require all employees to review this procedure.
  - Monitor employees for visible or obvious symptoms.
  - Assure that all employees notify the PIC when required.
  - Assure that all food employees comply with exclusions or restrictions.
  - Maintain documents and record of exclusions and restrictions.
  - Contact the regulatory authority when required and if there are any questions.

How will employees be made aware of their responsibility to report listed symptoms and illnesses within this procedure (e.g. signed forms, posters, etc.) and what records will be kept?

Click or tap here to enter text.

Will records be kept for food employees who have been restricted or excluded from work due to symptoms or illness within this procedure and where will these records be kept?

Click or tap here to enter text.

Who will monitor to assure employees are made of aware of their responsibility to report items pertaining to their health as outlined in this procedure and that records are maintained?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food employees are not reporting items pertaining to their health and who will be responsible for this corrective action?

Click or tap here to enter text.

**FOOD FROM APPROVED SOURCES

Applicable Food Code Sections: 3-201.11-17, 3-202.11-110

Approved food sources:

- Food must be obtained from sources that comply with law.
- Wild mushrooms must be inspected.
- Uninspected wild game or wild caught fish are not allowed.
- Home prepared, home canned, or cottage foods are not permitted.
- Food must be received at appropriate temperatures, in good condition and protected from adulteration or contamination.

List your food supplier(s) and what items you will be receiving from that supplier (e.g. meat, eggs, fish, dairy, produce, baked goods, dry goods, beverages, etc.).

Click or tap here to enter text.

Describe your procedure for receiving and inspecting delivered food (e.g. condition of packaging, temperature, etc.) and criteria for rejecting food items.

Click or tap here to enter text.

Describe what will be done with food that is not from an approved source or food that is delivered from an approved source but found to be in unacceptable condition (e.g. damaged product, temperature abused, etc.).

Click or tap here to enter text.

Who will be responsible for receiving and inspecting food deliveries?

Position Title(s): Click or tap here to enter text.

Who will be responsible for ensuring employees are following the described receiving procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if these receiving procedures are not followed and who will be responsible for this corrective action?

Click or tap here to enter text.

**CLEANING AND SANITIZING FOOD CONTACT SURFACES (i.e. WAREWASHING)

Applicable Food Code Sections: 4-501.14-116; 4-601.11; 4-602.11-13; 4-603.11-16; 4-702.11; 4-703.11; 4-901.11; 4-904.14

Cleaning and sanitizing food contact surfaces:

- Cleaning is the removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues.
- Sanitizing is the step that can only occur after a surface has already been cleaned. It is the application of hot water or chemicals to reduce the number of disease causing microorganisms on a food contact surface. Common chemicals used to sanitize include but are not limited to:
    1. Chlorine
    2. Quaternary ammonium (Quat)
    3. Iodine
    4. Acids
- When using a chemical sanitizer, an appropriate method (e.g. test strips) must be utilized for measuring/testing the concentration of the chemical sanitizer during warewashing.
- Food contact surfaces are required to be properly cleaned and sanitized at an appropriate frequency as outlined within the FDA Food Code.
- The person in charge is responsible for knowing the correct method for cleaning and sanitizing and is also responsible for ensuring employees follow proper cleaning and sanitizing steps.
- The following steps are to be utilized for manual warewashing at a three-compartment sink:
    1. Scrape food from dishes into the disposal or garbage
    2. Wash dishes and utensils in hot soapy water
    3. Rinse in clean water
    4. Sanitize by immersing in an approved chemical sanitizing solution
    5. Air dry
- A mechanical dishmachine can be used for warewashing steps for food contact surfaces. Dishmachines can sanitize by either of the following two methods:
    1. Application of approved chemical sanitizer
    2. Application of high temperature water
- In-place cleaning is the warewashing of food contact surfaces of large equipment or utensils that cannot be placed into a three-compartment sink or dishmachine (e.g. meat slicers, food preparation tables, floor mixers). Steps that can be utilized for in-place cleaning:
    1. Disassemble equipment, if applicable
    2. Remove large debris
    3. Apply cleaning agent
    4. Rinse with clean water
    5. Apply approved chemical sanitizing solution
    6. Air dry
- Clean in place (CIP) is a process where food contact surfaces of equipment are cleaned and sanitized by the circulation or flowing of a detergent solution, water rinse, and sanitizing solution onto or over equipment surfaces by mechanical means through a piping system (e.g. brewery equipment, frozen dessert machines).

What methods will be used for cleaning and sanitizing (warewashing) of food contact surfaces? Mark all that apply:

☐ Three compartment sink
☐ Chemical sanitizing dishmachine
☐ High temperature sanitizing dishmachine
☐ In-place cleaning of large equipment/utensils
☐ Clean in place (CIP)

If applicable, describe what items (or group of items) will be cleaned and sanitized in the three-compartment sink and the procedure for this type of warewashing. Include frequency, type of chemical sanitizer to be used, and how and when the concentration of this sanitizer will be tested.

Click or tap here to enter text.

If applicable, describe what items (or group of items) will be cleaned and sanitized in a dishmachine and the procedure for this type of warewashing. Include frequency, method of sanitization (if chemical, indicate type of sanitizer), and how and when sanitization will be tested.

Click or tap here to enter text.

If applicable, describe what equipment will need to utilize in-place cleaning and the procedure for this type of warewashing. Include frequency, type of chemical sanitizer to be used, and how and when the concentration of this sanitizer will be tested.

Click or tap here to enter text.

If applicable, describe what equipment will need to utilize a clean in place (CIP) process and the procedure for this type of warewashing. Include frequency, type of chemical sanitizer to be used, and how and when the concentration of this sanitizer will be tested.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper warewashing procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if warewashing is not properly conducted and who will be responsible for this corrective action?

Click or tap here to enter text.

**PROTECTING FOOD FROM CONTAMINATION

Applicable Food Code Sections: 2-301.14, 3-301.12, 3-302.11, 3-302.15, 3-304.12, 3-304.14, 3-304.15, 3-305.11, 3-305.12, 3-305.14, 3-306.11, 3-306.12, 3-306.13, 4-601.11, 4-602.11

Protecting food from contamination

- Food must be stored and prepared to prevent contamination. Methods for preventing contamination include but are not limited to:
    - Washing hands at appropriate times.
    - Storing raw animal foods away from ready-to-eat food, cooked food and produce.
    - Separating raw beef, fish, lamb, pork and poultry from each other unless intentionally mixing during preparation.
    - Storing raw, unwashed produce away from washed produce and other ready-to-eat foods.
    - Using separate utensils and preparation surfaces for preparing raw foods and ready-to-eat foods.
    - Appropriately storing in-use utensils and cleaning them at required frequency.
    - Keeping cutting boards, slicers, utensils and other food contact surfaces of equipment cleaned and sanitized.
    - Rinsing all whole produce thoroughly before preparation and or service.
    - Not using a utensil more than once to taste food that is to be sold or served.
    - Cleaning hermetically sealed containers of food of visible soil before opening.
    - Storing wet wiping cloths in containers of proper EPA registered sanitizer solutions at concentrations that meet the manufacturer's label instructions.
    - Using single-use gloves for only one task and discarding when damaged or soiled, or when interruptions occur in the operation.
    - Storing the food in packages, covered containers, or wrappings.
    - Storing food:
        - In a clean, dry location;
        - Where it is not exposed to splash, dust, or other contamination; and
        - At least 6 inches above the floor.
    - Providing food shields, covers, or other effective means of protection for food on display or provided for self-service.

How will cold food be stored to prevent contamination (e.g. raw animal foods, ready to eat foods, and produce in both walk in and reach in refrigeration)?

Click or tap here to enter text.

How will dry goods be stored to prevent contamination?

Click or tap here to enter text.

How will food on display or offered for self-service (e.g. buffet) be protected from contamination?

Click or tap here to enter text.

How and where will in-use utensils be stored during pauses in preparation or dispensing? Include frequency of warewashing for these items and storage surfaces.

Click or tap here to enter text.

How will contamination be prevented when utensils (e.g. cutting boards, knives, etc.) and food contact surfaces of equipment (e.g. preparation tables) are used to prepare both raw animal foods and ready-to-eat foods?

Click or tap here to enter text.

How will contamination of clean tableware and utensils, including those utensils used for self-service food operation (e.g. buffet) be prevented?

Click or tap here to enter text.

How will wet wiping cloths be stored? Include the type of sanitizer to be used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper procedures to prevent contamination?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if contamination of food, utensils, or food contact surfaces of equipment are found and who will be responsible for this corrective action?

Click or tap here to enter text.

DATE MARKING READY-TO-EAT, TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

Applicable Food Code Sections: 3-501.17; 3-501.18

Date marking ready-to-eat, TCS food:

- *Listeria monocytogenes* grows slowly under refrigeration in ready-to-eat, TCS foods. Date marking is necessary to prevent foodborne illness caused by *Listeria monocytogenes*.
- Foods required to be date marked are:
  - Time/temperature controlled for safety (TCS);
  - Ready-to-eat; and
  - Held under refrigeration for more than 24 hours before sale or service.
- These foods items are to be date marked at the time of preparation or if received commercially prepared, when the package is opened. The pre-printed manufacturer's date on commercially prepared products is not a date mark.
- The date mark shall indicate a time period not to exceed 7 days from day of preparation or opening of commercial packaging. The day of preparation or opening of the commercial packaging is considered day 1.
- Some ready-to-eat TCS foods are exempt from dating marking. These food items are listed under Food Code section 3-501.17 (F).

List all ready-to-eat TCS foods (or groups of food) that you will be date marking and the length of time you will be holding these foods.

Click or tap here to enter text.

Describe the type of date marking system to be used (e.g. calendar dates, days of the week, color coded marks, etc.) and whether this date marking system is indicating the date of preparation, date of discard, or both.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper date marking procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if foods are found not properly date marked, unmarked, or past the last date of use and who will be responsible for this corrective action?

Click or tap here to enter text.

TIME AS A PUBLIC HEALTH CONTROL

Applicable Food Code Sections: 3-501.19

Time as a public health control:

- Time only, rather than time in conjunction with temperature, can be used as a public health control for bacterial growth for TCS foods before cooking or for ready-to-eat TCS foods that are displayed or held for service for immediate consumption.
- When using time only as a control, a **written procedure (e.g. printed, electronic, etc.) must be prepared ahead of time, present at the food establishment, and made available to the regulatory authority upon request.**
- Once a TCS food is placed on time control, it cannot be returned to hot or cold holding to extend the hold time.
- 4-hour maximum time period:
    - Food shall have an initial temperature of 41°F (or less) or 135°F (or more) when removed from temperature control;
    - Food shall be marked or otherwise identified to indicate the time that is 4 hours past the point in time when the food was removed from temperature control;
    - The food must be cooked and served, served if ready-to-eat, or discarded within the 4 hours from the point in time when the food was removed from temperature control; and
    - Food in unmarked containers/packages or marked to exceed a 4-hour limit shall be discarded.
- 6-hour maximum time period:
    - Food shall have an initial temperature of 41°F (or less) when removed from temperature control and the food may not exceed 70°F within the maximum time period of 6 hours when held out of temperature control;
    - The food shall be monitored to ensure the warmest portion of the food does not exceed 70°F during the 6-hour period;
    - The food shall be marked or otherwise identified to indicate:
        - The time when the food is removed from 41°F (or less); and
        - The time that is 6 hours past the point in time when the food is removed from cold holding temperature control;
    - The food must be:
        - Discarded if the temperature exceeds 70°F; or
        - Cooked and served, served if ready-to-eat, or discarded within a maximum of 6 hours from the point in time it was removed from 41°F (or less) cold holding temperature control;
    - Food in unmarked containers/packages or marked to exceed a 6-hour limit shall be discarded.
- Time as a control is not permitted for raw eggs in a food establishment that serves a highly susceptible population.

List all TCS foods that you intend to hold between 41°F and 135°F, using time only as a control (no temperature control).

Click or tap here to enter text.

Mark which time only control method you will be utilizing.

☐ 4-hour maximum time period

☐ 6-hour maximum time period

Describe your procedure for the time period you marked; including how you will mark or identify the foods listed; monitoring of temperature (if applicable); and what will be done with food that has reached its time limit, is not marked, or remains past the allowed timeframe.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper time as a control procedure?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if this procedure for time as a control is not followed and who will be responsible for this corrective action?

Click or tap here to enter text.

THAWING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

Applicable Food Code Sections: 3-501.12; 3-501.13

Thawing TCS Food:

TCS food needs to be thawed using one of the following methods:

- Under refrigeration that maintains the food temperature at 41°F or less;
- Completely submerged under running water:
  - At a water temperature of 70°F or below;
  - With sufficient water velocity to agitate and float off loose particles into an overflow; and
  - For a period of time that does not allow thawed portions of ready-to-eat food to rise above 41°F, or
  - For a period of time that does not allow thawed portions of a raw animal food requiring cooking to be above 41°F, for more than 4 hours; or
- As part of a cooking process if the food that is frozen is:
  - Immediately cooked; or
  - Thawed in a microwave oven and immediately transferred to conventional cooking equipment, with no interruption in the process.

List what foods (or groups of food) you will be thawing using the following methods:

- **Thawed in a refrigerator at 41°F or below.**

Click or tap here to enter text.

- **Submerged under running water at 70°F, or below, with sufficient flow to remove food particles. Describe which sink will be used for thawing.**

Click or tap here to enter text.

- **In a microwave only if the food is immediately placed in conventional cooking equipment as part of the continuous cooking process.**

Click or tap here to enter text.

- **Placed in conventional cooking equipment while in a frozen state.**

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper thawing procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if TCS food is not properly thawed and who will be responsible for this corrective action?

Click or tap here to enter text.

COOKING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

Applicable Food Code Sections: 3-401.11-14, 3-603.11 and Food Law Section 6149

Cooking TCS Foods:

The following reference chart corresponds to the minimum internal cooking temperature for the listed food items.

Cooking Temperature	Food Items
165°F	Poultry; baluts; stuffed fish, meat, pasta, poultry, or ratites; stuffing containing fish, meat, poultry, or ratites; and raw animal foods cooked in a microwave.
155°F	Ratites; mechanically tenderized or injected meats; comminuted fish, meat or commercially raised game animals; and raw eggs except those that are broken and prepared in response to a consumer's order for immediate service (see below).
145°F	Raw eggs that are broken and prepared in response to a consumer's order and that will be served immediately; fish; and meat (including commercially raised game animals).
135°F	Fruits and vegetables that are cooked for hot holding.
Time and temperature as specified under Food Code 3-401.11(B)	Whole meat roasts including beef, corned beef, lamb, pork, and cured pork roasts.

*Except for whole meat roasts, the listed foods should be maintained at these listed temperatures for at least 15 seconds.

On the following lines list all foods (or groups of food) that will be cooked in this facility to these minimum internal temperatures.

165°F: Click or tap here to enter text.
155°F: Click or tap here to enter text.
145°F: Click or tap here to enter text.
135°F: Click or tap here to enter text.

If applicable, describe the cooking temperatures and times you intend to use for whole meat roasts along with the type of equipment to be used.

Click or tap here to enter text.

If applicable, list any raw animal products you will be serving raw or undercooked. Describe how you will notify consumers of the risk of eating raw or undercooked animal products.

Click or tap here to enter text.

Describe how and when cooking temperatures and times will be monitored including the type of food thermometer used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper cooking procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food is not properly cooked and who will be responsible for this corrective action?

Click or tap here to enter text.

COOLING TIME/TEMPERATURE CONTROL FOR SAFETY FOOD

Applicable Food Code Sections: 3-501.14, 3-501.15

Cooling TCS Food:

- Cooked TCS foods shall be cooled within 2 hours from 135°F to 70°F; and within a total of 6 hours from 135°F to 41°F or less.
- TCS food prepared from ambient temperature or pre-chilled ingredients shall be cooled within 4 hours to 41°F or less.
- Rapid cooling methods shall be utilized to ensure cooling TCS foods meet required cooling times and temperatures. Utilizing multiple methods as listed below is highly recommended. Appropriate cooling methods include but are not limited to:
    - Placing food in shallow pans;
    - Covering food loosely or leaving it uncovered to help cool faster when placed in cold holding equipment;
    - Separating food into smaller or thinner portions;
    - Using rapid cooling equipment (e.g. ice paddle, blast chiller);
    - Stirring the food in a container placed in an ice water bath;
    - Adding ice as an ingredient;
    - Using containers that facilitate heat transfer (e.g. metal containers instead of plastic); or
    - Other effective methods.

List the TCS foods (or groups of food) you will be rapidly cooling from a hot temperature and the cooling method you will use for each listed item.

Click or tap here to enter text.

List the TCS foods (or groups of food) you will be rapidly cooling from ambient (room temperature) air temperature or pre-chilled ingredients and the cooling method you will use for each listed item.

Click or tap here to enter text.

Describe how and when cooling temperatures and times will be monitored including the type of food thermometer used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper cooling procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food is not properly cooled and who will be responsible for this corrective action?

Click or tap here to enter text.

REHEATING FOR HOT HOLDING TIME/TEMPERATURE CONTROL FOR SAFETY FOODS

Applicable Food code Sections: 3-403.11

Reheating TCS foods for hot holding:

- TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds.
- TCS ready-to-eat food taken from commercial packaging and reheated for hot holding shall be heated to an internal temperature of at least 135°F.
- All reheating for hot holding shall be done rapidly. The time TCS food is between 41°F and the required final reheating temperature may not exceed 2 hours.
- When reheating TCS foods in a microwave oven for hot holding, the food must meet the temperature requirements as listed above. However, the food must be **rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating**.

List all foods (or groups of food) that will be reheated to the below listed temperatures for hot holding.

Reheat to 165°F for hot holding: Click or tap here to enter text.
Reheat to 135°F for hot holding: Click or tap here to enter text.

List what equipment will be utilized to reheat food for hot holding.

Click or tap here to enter text.

Describe how and when reheating temperatures and times will be monitored including the type of food thermometer used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper reheating for hot holding procedure?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food is not properly reheated for hot holding and who will be responsible for this corrective action?

Click or tap here to enter text.

HOT HOLDING TIME/TEMPERATURE CONTROL FOR SAFETY FOODS

Applicable Food Code Sections: 3-501.16

Hot Holding TCS Food:

- TCS food that is being hot held must be at 135°F or more.
- Stir food often to maintain equal heat distribution in the food.
- Keep food covered.

List all TCS foods (or groups of food) that will be held hot.

Click or tap here to enter text.

List all equipment that will be used for hot holding TCS foods.

Click or tap here to enter text.

Describe how and when hot holding temperatures will be monitored including the type of food thermometer used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper hot holding procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food is not properly hot held and who will be responsible for this corrective action?

Click or tap here to enter text.

COLD HOLDING TIME/TEMPERATURE CONTROL FOR SAFETY FOODS

Applicable Food Code Sections: 3-501.16

Cold Holding TCS Food:

- TCS food that is being cold held must be at 41°F or less.
- Foods that are stored frozen must be maintained frozen.
- Keep food covered.

List all TCS foods (or groups of food) that will be held cold and/or frozen.

Click or tap here to enter text.

List all equipment that will be used for holding TCS foods cold and/or frozen.

Click or tap here to enter text.

Will ice only be used to cold hold TCS Foods? ☐ YES ☐ NO

If YES, describe what TCS food will be held on ice, where and how long it will be held, and the source of the ice.

Click or tap here to enter text.

Describe how and when cold holding temperatures will be monitored including the type of food thermometer used.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper cold holding procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if food is not properly cold held and who will be responsible for this corrective action?

Click or tap here to enter text.

CATERING/OFF-SITE/SATELLITE FOOD SERVICE

Applicable Food Code Sections: 3-305.14; 3-306.11-14; 3-307.11; 3-401.11; 3-501.16; 3-501.19; parts 4-1 & 4-2

Catering/Off-Site/Satellite Food Service:

- Catering/off-site/satellite food service is the serving of food by your employees that occurs off the premises of your licensed food establishment. This does not pertain to the delivery of pre-ordered food to a customer (e.g. delivering a pizza).
- Foods that are transported off-site and then served must follow the same safe food handling requirements that apply to food in your licensed food establishment.
- TCS foods must be held at either proper cold holding (41°F or less) or hot holding (135°F or more) temperatures during transportation and service.
- Equipment used to transport and serve food off-site must meet construction and design requirements of the Food Code parts 4-1 and 4-2.
- Food must be protected from contamination during transportation and at the off-site location.
- **Preparation of food by your employees off-site may require additional food licensure. Contact the local regulatory authority regarding possible additional licensure for off-site food preparation.**

List the foods (or groups of food) that will be served off-site from your establishment.

Click or tap here to enter text.

What type of vehicle will be used to transport food?

Click or tap here to enter text.

Describe how hot TCS food will be monitored and held at proper temperature during transportation and at the off-site location.

Click or tap here to enter text.

Describe how cold TCS food will be monitored and held at proper temperature during transportation and at the off-site location.

Click or tap here to enter text.

Describe how food will be protected at off-site location (e.g. food shields, covered, food protection devices, etc.)

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper off-site food service procedures?

Position Title(s): Click or tap here to enter text.

What corrective actions will be taken if food is not properly handled as described above during off-site service and who will be responsible for these corrective actions?

Click or tap here to enter text.

OUTDOOR EXPOSED DINING/FOOD PREPARATION

Applicable Food Code Sections: 2-301.14; 3-305.14; 3-306.11-12; 5-204.11; 4-601.11; 4-602.11-13; 6-202.16; 6-501.111

Outdoor Exposed Dining/Food Preparation:

- A dining area may be exposed to the outdoors by being built outdoors or by being in an enclosed room that has walls, windows, or doors that can be opened exposing the dining area to the outdoor environment. The following items need to be taken into consideration:
  - Protection of the interior kitchen from the outdoor exposed dining area (e.g. solid self-closing interior doors, air curtains, screens).
  - Protection of food (e.g. condiments, bar garnishes, ice, etc.) held or prepared in the outdoor exposed dining area.
  - Protection of utensils and food equipment (e.g. beverage stations) in the outdoor exposed dining area.
- If outdoor food preparation (e.g. grilling) will be conducted, the following items need to be taken into consideration:
  - Protection of the food from outdoor contamination.
  - Proper temperature control of TCS foods.
  - Proper employee handwashing.
  - Protection and cleaning of outdoor utensils and equipment food contact surfaces.
  - Equipment (portable or permanently fixed).
  - Transportation of food between the interior kitchen and the outdoor food preparation area.
  - Prevention of unauthorized access to the outdoor food preparation area.
  - Location of outdoor food preparation area to lessen potential contamination.
  - Appropriate outdoor flooring, walls, overhead protection, and lighting with shielding.
  - Appropriate fuel source for cooking equipment (e.g. propane, charcoal, untreated wood, etc.)
  - Disposal of refuse and waste ash (e.g. charcoal).
- The facility overall must be protected from pest infestation due to increased pest access from outdoor exposed dining/food preparation.

Mark all that apply: ☐ Outdoor exposed dining area will be present ☐ Food will be prepared outdoors ☐ N/A

For **outdoor exposed dining area**, please describe the following:

Protection of the interior kitchen.

Click or tap here to enter text.

What types of foods will be held in this area and how they will be protected from contamination?

Click or tap here to enter text.

What utensils and food equipment will be present in this area and how they will be protected from contamination?

Click or tap here to enter text.

For **outdoor food preparation**, please describe the following:

Foods that will be prepared outdoors and how this food will be protected from contamination from the surrounding environment. This may include but is not limited to food coverings, overhead coverage, flooring, walls, and light shielding for the outdoor preparation area.

Click or tap here to enter text.

Temperature control (e.g. hot/cold holding) of TCS foods.

Click or tap here to enter text.

Transportation of food between the outdoor preparation area and the interior of the kitchen (e.g. food transported in covered containers or packaging).

Click or tap here to enter text.

Methods for employee handwashing.

Click or tap here to enter text.

Protection and cleaning of outdoor utensils and equipment food contact surfaces.

Click or tap here to enter text.

List all food and support equipment that will be utilized outdoors and indicate if it will be portable or permanently fixed in one location.

Click or tap here to enter text.

Location of outdoor preparation area on the premises.

Click or tap here to enter text.

Prevention of unauthorized access to this outdoor area.

Click or tap here to enter text.

Describe what fuel source (e.g. wood, propane, charcoal, etc.) will be used for outdoor cooking equipment.

Click or tap here to enter text.

Describe collection of refuse and waste ash.

Click or tap here to enter text.

Describe what measures will be taken to protect the outdoor cooking or preparation area from pest infestation. This would include how cooking fuel (e.g. wood) would be stored to prevent pest attraction.

Click or tap here to enter text.

Who will be responsible for ensuring employees are following proper outdoor food service/preparation procedures?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if these procedures are not being followed and who will be responsible for this corrective action?

Click or tap here to enter text.

The following blank sample SOP is being provided for additional SOPs that you may need to write for your operation.

Name/Topic of SOP: Click or tap here to enter text.

Describe the procedure that your employees are to follow for the listed SOP name/topic.

Click or tap here to enter text.

Who will be responsible for ensuring these procedures are being followed?

Position Title(s): Click or tap here to enter text.

What corrective action will be taken if these procedures are not being followed and who will be responsible for this corrective action?

Click or tap here to enter text.