

Standard Operating Procedures

Non-Congregate Feeding in K 12 Child Nutrition Operations

March 16, 2020

Provided by:



BART CHRISTIAN
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1. 888.838.1550



BART CHRISTIAN
AMERICA'S FOOD SERVICE COACH

March 16, 2020

Re: Non-Congregate Feeding SOPs

During this period of uncertainty and change we are all in uncharted territory. Like so many, you may be searching for some procedures to pass along to your team for handling the different ways in which we will be serving our customers over the next few weeks.

In our conversations with multiple districts across the country last week we discovered that there were no standard operating procedures for the two most prevalent proposals for serving during this time.

Enclosed please find two proposed SOPs that our food safety team has put together. They address both "Drive Up Service" and "School Bus or Truck Delivery" for school meals.

We have also included four standard support SOPs as a reference.

Please feel free to copy, share and use these as you see fit

If there are any questions or comments please contact me toll free at 1-888-838-1550. This is our customer service hot-line, please leave a message or feel free to email me at Bart@BartChristian.

There are no more resilient people than those who work in child nutrition and together we will definitely keep our kids fed by continuing to provide healthy meals during this time. You are all truly heroes in your community.

God bless you all and the great work you are still doing every day.

In your service,

Bart Christian
Chairman

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BART CHRISTIAN
AMERICA'S FOOD SERVICE COACH

Section 1

Standard Operating Procedures (SOPs)

- Non-Congregate Feeding During School Closures – Drive Up Service
- Non-Congregate Feeding During School Closures – School Bus or Truck Delivery



HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive up Service

PURPOSE: To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

SCOPE: This procedure will present the “Drive Up” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all ready-to-eat foods. Reference the attached *Glove and Utensil Use* SOP.
3. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. Reference the attached *Holding Hot or Cold Potentially Hazardous Foods* SOP.

Note: The above instructions are ALL critical control points in keeping food safe during preparation and holding of all foods however during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

Time as a Control: In the case of non-congregate feeding “Time as a Control” should be implemented if not already in use. There should be no leftover food items kept at the end of service. **The only exception here would be for “Shelf Stable” items that can be saved and returned to inventory at any time.**

It should be noted that in many cases the local health department may require notice that this procedure is being used. Reference the attached *Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods* SOP.

Recordkeeping: This is an essential step to ensure the school district is able to receive the proper reimbursements from the USDA and your state authority during this time. Reference your child nutrition department guidelines for completing the necessary paperwork and no less than daily monitor serving staff to be sure it is properly done. This will be different and possibly new for many staff and routine follow up will be a best practice to ensure accuracy.



HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

Scenario 1 – Drive-up Meal Service

Before taking meals to the designated drive-up location:

1. Be sure that all service equipment (such as carts, coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized with properly mixed solutions and are clean in appearance. A dirty cart will instill little confidence in the safety of the meals for your customers as they drive up.
2. Before handling service containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination of the containers.
3. When placing milk or other beverages in coolers a best practice would be to layer ice and beverage so that ice is surrounding the product as much as possible.
4. Load your carts, coolers and utensils. Also, pack extra food service gloves.
5. Transport food to the designated drive up location.
6. Consider labeling foods with a label that has an “Eat by Time” and/or a “Discard Time” for your customers information and safety.

NOTE: If possible, bring food to the drive-up location in batches so that food may be held at the proper temperature for as long as possible. Anticipate lines and wait times for customers. You do not want to serve food that is not close to proper temperature.

At the Drive-up service location:

1. Check to be sure all carts are stable to avoid any unexpected movement like rolling away.
2. Put on food service gloves and wear these throughout the serving time. If gloves get torn or dirty remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker or customer.
3. Serve meals and be diligent to complete check off rosters or forms provided by the child nutrition department for tracking reimbursable meal counts.

NOTE: The use of gloves in this instance is different from food preparation where you are actually handling food items. Meals are in containers or bags and milk and beverages are as well. The use of the food service glove here is to demonstrate to the customer that you are taking utmost care for their health and safety.



HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

At the end of service:

1. Take all food service equipment back to the kitchen.
2. Discard all unused food, in this scenario there should be no leftovers allowed. The only exception may be milk or beverages that were stored on ice. Follow your child nutrition department directives for these items.
3. Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
4. Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
5. Wash hands thoroughly once the job is done and head home.

INSTRUCTIONS, continued:

The unit manager or supervisor will:

1. Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all service equipment.
3. Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Follow up as necessary.

MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these procedures when applicable.
4. Take corrective action as necessary.
5. Follow up as needed.
6. File logs in HACCP records.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

HACCP-Based SOPs

Non-Congregate Feeding During School Closures – Drive Up Service, continued

VERIFICATION AND RECORD KEEPING:

Follow up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

DATE REVIEWED: _____ **BY:** _____



HACCP-Based SOPs

Non-Congregate Feeding During School Closures – School Bus or Truck Delivery

PURPOSE: To prevent foodborne illness by ensuring that all foods are handled correctly and held at the appropriate internal temperature until time to pack for service. After packing to ensure that food is placed back into appropriate equipment for holding until either served or delivered.

SCOPE: This procedure will present the “School Bus or Truck Delivery” scenario. These procedures apply to foodservice employees who prepare or serve food and to any non-food service staff who may either be serving or delivering food.

INSTRUCTIONS:

All employees in school foodservice must:

1. Follow all hand washing and personal hygiene standard operating procedures. Reference the attached *Washing Hands* and *Personal Hygiene* SOPs.
2. Use gloves for handling all ready-to-eat foods. Reference the attached *Glove and Utensil Use* SOP.
3. Prepare and store all foods according to standard operating procedures for holding hot or cold foods. Reference the attached *Holding Hot or Cold Potentially Hazardous Foods* SOP.

Note: The above instructions are ALL critical control points in keeping food safe during preparation and holding of all foods however during any type of infectious disease outbreak proper personal hygiene and using gloves becomes even more important.

Time as a Control: In the case of non-congregate feeding “Time as a Control” should be implemented if not already in use. There should be no leftover food items kept at the end of service. **The only exception here would be for “Shelf Stable” items that can be saved and returned to inventory at any time.**

It should be noted that in many cases the local health department may require notice that this procedure is being used. Reference the attached *Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods* SOP.

Recordkeeping: This is an essential step to ensure the school district is able to receive the proper reimbursements from the USDA and your state authority during this time. Reference your child nutrition department guidelines for completing the necessary paperwork and no less than daily monitor serving staff to be sure it is properly done. This will be different and possibly new for many staff and routine follow up will be a best practice to ensure accuracy.



HACCP-Based SOPs

Non-Congregate Feeding During School Closures – School Bus or Truck Delivery, continued

Scenario 1 – School Bus or Truck Delivery

Before taking meals to the designated location for loading into the bus or truck:

1. Be sure that all transport storage equipment (such as coolers, insulated bags, hot boxes, etc.) have been cleaned and sanitized with properly mixed solutions and are clean in appearance. A dirty cooler will instill little confidence in the safety of the meals for your customers if it is seen.
2. Before handling transport containers, beverages and utensils, wash your hands thoroughly and put on food service gloves to avoid any contamination of the containers.
3. When placing milk or other beverages in coolers a best practice would be to layer ice and beverage so that ice is surrounding the product as much as possible.
4. Load your transport containers, coolers and utensils. Also, pack extra food service gloves as well as hand sanitizer liquid or wipes for those who will be handling meals during delivery.
5. Transport food to the designated drive up location.
6. Consider labeling foods with a label that has an “Eat by Time” and/or a “Discard Time” for your customers information and safety.

NOTE: Anyone who will be aiding in the distribution of food should have a supply hand sanitizer liquid or wipes available to use throughout the route. The bus or truck steering, gear shifting knob, door opener, and any touch surfaces in the vehicle should be thoroughly cleaned with disinfectant at the beginning of the day and throughout the route.

Loading transport containers, coolers and supplies:

1. Check to be sure all containers are stable and secure to avoid any unexpected movement. Remember traffic is very unpredictable so keep in mind sudden stops, swerving and anything else that you think may cause the transport containers to shift or worse yet tip over.
2. Plan carefully how food and beverages are staged in the bus or truck. Time will be a critical control point in delivery to ensure every meal is served as close to the proper temperature as possible. Place containers and coolers in a way that prevents your having to climb or step over something else.



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HACCP-Based SOPs

Non-Congregate Feeding During School Closures – School Bus or Truck Delivery, continued

At the designated delivery locations:

1. Put on food service gloves and wear these throughout the serving time changing them as needed. If gloves get torn or dirty remove them carefully trying not to touch the outside surface of the glove and put on a fresh pair. Also, gloves should be replaced if you make direct hand contact with a co-worker or customer.
2. While serving meals and be extra careful as you exit and enter the bus or delivery truck. Things will move quickly and potential accident awareness is important.
3. Be diligent to complete check off rosters or forms provided by the child nutrition department for tracking reimbursable meal counts.

NOTE ON GLOVE USE: The use of gloves in this instance is different from food preparation where you are actually handling food items. Meals are in containers or bags and milk and beverages are as well. The use of food service gloves during bus or truck delivery service is to demonstrate to the customer that you are taking utmost care for their health and safety.

At the end of service:

1. Take all food service equipment back to the kitchen.
2. Discard all unused food, in this scenario there should be no leftovers allowed. The only exception may be milk or beverages that were stored on ice. Follow your child nutrition department directives for these items.
3. Wash, rinse and sanitize everything used with the proper materials. Items such as coolers, hot boxes and carts which are generally too large for the sink should be thoroughly wiped down using a properly mixed all-purpose cleaner or germicidal detergent, rinsed using clear water and then sprayed with properly mixed and tested sanitizer and allowed to air dry.
4. Take care in handling all trash. Wearing food service gloves and immediately washing your hands after handling trash would be a best practice.
5. Wash hands thoroughly once the job is done and head home.

INSTRUCTIONS:

The unit manager or supervisor will:

1. Observe all foodservice employees to ensure that they are following all applicable standard operating procedures as outlined.
2. Inspect and ensure that staff are properly trained for cleaning all service equipment.
3. Ensure that appropriate staff are properly trained and understand the importance of completing the required reimbursement forms and paperwork.
4. Follow up as necessary.



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HACCP-Based SOPs

Non-Congregate Feeding During School Closures – School Bus or Truck Delivery, continued

MONITORING:

1. Routinely use a clean, sanitized, and properly calibrated probe thermometer to ensure all food is prepared and held correctly before service.
2. Routinely check all holding equipment temperatures to ensure food is being held correctly before service.
3. Monitor and log these procedures when applicable.
4. Take corrective action as necessary.
5. Follow up as needed.
6. File logs in HACCP records.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard food found to be in the temperature danger zone for more than 1 hour.

VERIFICATION AND RECORD KEEPING:

Follow up during the day and at the end to ensure that all cooking, holding and serving logs are completed properly. Check all reimbursable meal paperwork for completion.

DATE REVIEWED: _____ BY: _____



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Section 2 – Reference SOPs

- **Washing Hands**
- **Personal Hygiene**
- **Holding Hot or Cold Potentially Hazardous Foods**
- **Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods**



HACCP-Based SOPs

Washing Hands

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handle, prepare, and serve food.

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.

HACCP-Based SOPs

Washing Hands, continued

INSTRUCTIONS, continued:

- Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
- Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

HACCP-Based SOPs

Personal Hygiene

PURPOSE: To prevent contamination of food by foodservice employees.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Employee Health Policy. (Employee health policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
13. Eat, drink, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
15. Wear suitable and effective hair restraints while in the kitchen.

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

HACCP-Based SOPs

Personal Hygiene, continued

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

HACCP-Based SOPs

Holding Hot and Cold Potentially Hazardous Foods

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.
5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.

HACCP-Based SOPs

Holding Hot and Cold Potentially Hazardous Foods, continued

6. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____

HACCP-Based SOPs

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods

PURPOSE: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE: This procedure applies to foodservice employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time as a Public Health Control

CRITERIA FOR USING TIME AS A CONTROL:

If time is used as the public health control, the following criteria *must be* met:

- The food must be marked, logged or otherwise identified to indicate the time that is four hours past the time when the food is removed from temperature control.
- The food must be cooked and/or served or discarded within the four hours.
- Food that is designated being under “Time as a Control” must be discarded. There are no exceptions.

Written procedures that ensure compliance with the time as a control provision must be prepared in advance and maintained in each food service site. The written procedures must be available to the local health department upon request and include cooling methods for food that is cooked and cooled prior to using time as a public health control.

Some jurisdictions require notice and/or pre-approval prior to implementation. Check with your local health department to verify whether pre-approval is needed before implementing time as a control.

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If state or local health department requirements are based on the *2013 FDA Food Code*, establish written procedures that clearly identify the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
 - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.

HACCP-Based SOPs

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued

4. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified and logged with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager will complete the Food Safety Checklist as directed by the district. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE REVIEWED: _____ **BY:** _____