



STANDARD OPERATING PROCEDURES

SUBJECT: STAFF TRAINING

Who, in your facility, is responsible for the training employees on all aspects of food handling, food safety, cleaning and sanitizing:

Type of training used: (Describe the type of training employees will go through to insure they are knowledgeable of procedures described in the following pages, i.e. modules, videos, one-on-one training, etc?)

How will problems be corrected? If the procedures described on the following pages are not followed, how will the problem be addressed and by whom?

What records will be kept and where: **NOTE: Form 1-B or Equivalent must be kept regarding employee illness history and their training in the Big Five.** Indicate what other records will be kept and where they will be stored?

Date Created: _____

By: _____

Last Revised: _____

By: _____



STANDARD OPERATING PROCEDURE

SUBJECT: PERSONAL HYGIENE

Employees are required to adhere to the following Personal Hygiene procedures:

- Employees experiencing persistent sneezing, coughing, or a runny nose that causes discharges 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.
- Any cuts, burns, boils or skin infections on employees must be completely covered by a waterproof 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 with bandages on their hands are required to wear single-use gloves.
- Employees will not be allowed to eat or use of tobacco in food preparation or equipment areas. Employees will utilize only designated areas for eating and tobacco use.

If employees are permitted to drink in food prep areas, they must drink from approved containers (cups with lids and straw)

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

Employee clothing or work uniforms must be clean. Specify the type of uniform or clothing employees will wear.

Employees must wear effective hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed to keep their hair from contacting exposed food, clean equipment, utensils, linens, unwrapped single-service and single-use items. Describe the type of hair restraint that will be worn by employees.

On each Shift, what person/position will make sure that Employee Personal Hygiene procedures are being followed?:

Date Created: _____

By: _____

Last Revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: HANDWASHING

All employees must wash hands at designated hand sinks. Employees must not wash at dishwashing, food prep, or mop sinks.

Employees are required to adhere to the following Handwashing procedures.

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

When must all employees wash hands?

- At beginning of shift.
- After using toilet.
- After coughing, sneezing, using tissue or handkerchief, eating, drinking, or using tobacco.
- Between touching raw food and ready-to-eat food.
- Between glove changes.
- After handling dirty dishes/soiled utensils.
- After touching hair or any body part except clean hands or 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.

On each Shift, what person/position will make sure that proper and frequent handwashing procedures are being followed?:

Who will make sure that handwashing sinks are **supplied with soap and paper towels**?

What will be done if staff are **observed improperly washing** their hands?:

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: EMPLOYEE HEALTH

The PIC is required to:

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	Jaundice
Vomiting	Discharges from the eyes, nose, and mouth	Fever
	Infected wounds and boils	

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, Enterohemorrhagic or Shiga toxin-producing E. coli, Shigella spp., 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. 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.
 - ❑ they have symptoms of vomiting or diarrhea.

Is suffering from symptoms of illnesses associated with being easily spread by food including:

- *Sore throat with fever
- *Discharges from the eyes, nose, and mouth
- *Fever
- *Infected with 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, Enterohemorrhagic or Shigella toxin-producing E Coli, Shigella spp, 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, nursing home or kidney dialysis center; 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 a past illness from Shigella species, or Enterohemorrhagic or Shiga toxin-producing E. coli within the last month.
 - ❑ Are diagnosed with an infection from Norovirus and are Asymptomatic.
 - ❑ 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, Enterohemorrhagic or Shiga toxin-producing E coli, 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 without symptoms for at least 24 hours, except for those with a positive stool for Salmonella thyphi, Shigella, or E. coli will be reinstated by the Person in Charge based on physician documentation.
 - ❑ If a restricted food employee exhibits symptoms such as diarrhea; sore throat with fever; vomiting; fever; and jaundice that result from a chronic noninfectious condition, they will be reinstated by the person in charge, based on 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.

The Person In Charge will insure that all Food Employees:

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; 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, Enterohemorrhagic or Shiga toxin-producing E coli, 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.

On each Shift, what person/position will make sure that staff follow Food Employee Health Procedures?:

The Employer or person in charge will:

1. Confirm the present condition of existing food employees and those to whom a conditional offer of employment is made by using Form 1-B from Annex 7 of the 2009 Food Code "Conditional Employee and Food Employee interview" (attached), 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 completed using Form 1-B from Annex 7 of the 2009 Food Code "Conditional Employee or Food Employee Reporting Agreement" (attached), 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.

If employees are observed not following procedures for employee illness, how will the problem be addressed and by whom?

I have read and understand this Standard Operating Procedure regarding Employee Health requirements.

Person in charge of monitoring food employee health

Date

Last Revised (Date): _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: PURCHASING FOOD FROM APPROVED SOURCES

Approved Food Sources Are:

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

Unapproved Food Sources Are:

- Home prepared and home-canned food.
- Wild mushrooms unless inspected and found to be safe by an approved mushroom identification expert.
- Uninspected wild game or wild caught fish.
- Shellfish must be from listed approved sources and shellstock tags retained for 90 days from the date the container is emptied.
- Food received at improper temperatures and food that is exposed to adulteration or potential contamination.

Who will be responsible for making sure procedures are followed when purchasing food from approved sources? (PIC, Manager, etc.)

Who will evaluate the condition of incoming food supplies?

What will be done with damaged, adulterated, out of temp, thawed & refrozen foods and/or foods from an unapproved source that are being or have been delivered?

Date Created: _____

By: _____

Last Revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: CLEANING AND SANITIZING FOOD CONTACT SURFACES

The 2009 Food Code requires that food contact surfaces be routinely **cleaned and sanitized**. The person in charge (PIC) is responsible for: **1)** knowing the correct method for cleaning; **2)** knowing sanitizing procedures; **3)** ensuring employees follow effective cleaning and sanitizing steps.

Managers must determine which agents and procedures will work best in their facility. List the sanitizers that will be used in your facility (EX: Chlorine, Quat, Iodine, heat)?: _____

Cleaning: 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. Cleaning does not, by itself, consistently reduce contamination to safe levels.

Sanitizing: An additional step that **can only occur after a surface is already clean**. Sanitizing involves the use of heat or chemicals to reduce the number of microorganisms to safe levels.

Explain how the following procedures will be done to effectively clean and sanitize surfaces in your facility. **(Be Specific).**

Washing: _____

Rinsing: _____

Sanitizing: _____

Air Drying: _____

On each Shift, what person/position will make sure that the proper cleaning and sanitizing procedures are being followed?:

What will be done with improperly cleaned surfaces?

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: CROSS CONTAMINATION PREVENTION

Food must be stored and prepared to prevent contamination. Indicate below how you will protect these items/processes from becoming contaminated in your facility. Put N/A next to those that do not apply to your facility.

- In-use utensils: _____
- Cutting boards: _____
- When tasting food: _____
- Opening canned foods: _____
- Cutting raw meats and vegetables: _____
- Processing large amounts of food: _____
- Washed fruits including melons: _____
- Buffet plates and utensils: _____
- Foods on Display: _____

Foods must be stored so that they do not cause contamination to other foods. In the right hand tables fill in from top to bottom how you will store foods, you use in your facility, to prevent contamination.

Example:

Walk-in Cooler

Reach-in Cooler

Top Shelf	Ready to Eat Foods			
	Raw Fish			
	Raw Pork			
	Other Raw Meats			
Bottom Shelf	Raw Poultry/Raw Shelled Eggs			

- **Wash hands often**, always after handling raw products, going to the bathroom, and handling cleaning products.
- **Always keep** cutting boards, slicers, utensils and other **equipment cleaned and sanitized**.
- **Store wiping cloths** in a solution of sanitizer between uses. (50-100 ppm chlorine or 200 ppm quaternary ammonium). **Never** use the same wiping cloth to clean the chair/booth seats that you use to clean the tabletop.
- **Rinse all fruit and vegetables thoroughly**, they can contain bacteria and must be stored, handled and prepared with the same respect given to other raw products. **Illness can be caused by contaminated produce.**

On each Shift, what person/position will make sure that cross-contamination will not occur?: _____

What will be done with foods that have become contaminated?: _____

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: BARE HAND CONTACT WITH READY-TO-EAT FOODS

Ready-to-Eat Food: Ready-to-eat food is: any hot or cold food that is in a form that is ready to serve to the customer.

Except when washing fruits and vegetables food employees can not touch exposed, ready-to-eat food with their bare hands and must use suitable barriers such as deli tissue, spatulas, tongs, single-use gloves, food dispensing equipment, or other food grade barrier between the hands and the food.

List the ready-to-eat foods that will be served in your facility:

Which of the following methods will be used to avoid bare hand contact with the above listed ready-to-eat foods?

- Utensils: (list foods) _____
- Deli tissue: (list foods) _____
- Spatula: (list foods) _____
- Tongs: (list foods) _____
- Single-use gloves: (list foods) _____
- Dispensing equipment: (list foods) _____
- Other (be specific –List the barrier and the food): _____

* NOTE: Some people may have or may develop allergic reactions to latex. Gloves made from other materials such as vinyl are recommended.

On each Shift, what person/position will make sure that barriers are being used between hands and ready-to-eat foods?:

What will be done with mishandled foods:

Date Created: _____

By: _____

Last Revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: THAWING POTENTIALLY HAZARDOUS FOOD

The following methods are approved for thawing potentially hazardous foods. Check the methods of thawing you will use, and list under each method the foods you will thaw this way.

_____ Thawed in a refrigerator at 41° F. or below.

_____ Submerged under running water at 70° F. or below, with sufficient flow to remove food particles.

_____ In a microwave as part of the continuous cooking process, (food must be immediately placed in conventional cooking equipment).

_____ Thawed during the normal cooking process; placed in conventional cooking equipment while in a frozen state.

On each Shift what person/position will make sure that foods are properly thawed?:

* POTENTIALLY HAZARDOUS FOODS THAT HAVE BEEN IMPROPERLY THAWED MUST BE DISCARDED.

Date Created: _____

By: _____

Last Revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: COLD HOLDING POTENTIALLY HAZARDOUS (TCS) FOOD

(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.
- Foods must be discarded after 4 hours if they have not been held at 41° F or below.

Approved refrigeration units shall be provided to store potentially hazardous food at 41° F. or below. Refrigeration equipment that is not capable of maintaining potentially hazardous food at 41° F. or below shall be replaced.

List all of the potentially hazardous food, in your facility, that will require cold holding.

What equipment, in your facility, will be used for holding cold food?

How will you **monitor** cold-holding temperatures, and how often?

On each Shift what staff person/position will be responsible for monitoring cold holding temperatures?

What will be done with the food that is found to have been held above 41 ° F. in a cold holding unit?

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: COOLING POTENTIALLY HAZARDOUS FOOD

Cooked potentially hazardous food shall be cooled in two steps: From 135°F to 70°F; within 2 hours, then from 70°F to 41°F or less within 4 more hours,.

Cooling methods include:

1. Placing food in shallow pans
2. Separating food into smaller or thinner portions.
3. Using rapid cooling equipment (ice paddle).
4. Stirring food in a container placed in an ice bath.
5. Adding Ice as an ingredient to the recipe.
6. Using metal containers instead of plastic.

- * Cover food loosely or leave uncovered to help cool faster.
- * Discard food that has not been cooled in the required time.
- * Don't use equipment to cool food unless the equipment has the ability to cool the food in the required times.

List the foods, you will be cooling, on the line next to the method you will be using.

- Walk-in Cooler (1,2):(list foods) _____

- Ice Paddles (3,4):(list foods) _____

- Blast Chiller (3):(list foods) _____
- Walk-in Freezer (3):(list foods) _____
- Ice Bath (4):(list foods) _____

- Other (5,6): (describe method and list foods) _____

On each Shift, what staff person/position will make sure foods are being cooled properly?: _____

How will cooling times and temperatures be monitored?: _____

What will be done with food that was improperly cooled?: _____

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: COOKING POTENTIALLY HAZARDOUS (TCS) FOOD

REFERENCE CHART:

165° F	Poultry, stuffing, stuffed meat or fish, casseroles, egg dishes, dishes combining raw and cooked food, baluts and rattities. Potentially hazardous food cooked in microwave.
155° F	Ground or flaked meats
145° F	Pork, beef and pork roasts, beefsteaks, 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.
135° F	Fruits and vegetables that are cooked for hot holding.

* Note: Cook to this temperature for at least 15 seconds.

On the following lines list all foods, in your facility, that will be cooked to these minimum internal temperatures.

165 deg. F. _____

155 deg. F. _____

145 deg. F. _____

140 deg. F. _____

On each shift, what staff person/position will make sure proper cooking temperatures are being meet?

What will be done with food that does not get to the proper cooking temperature?

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: HOT HOLDING POTENTIALLY HAZARDOUS FOOD

(Reference: Food Code 3-501.16)

- Use only hot-holding equipment that is capable of maintaining hot food temperatures at 135° F. or above.
- Keep foods covered
- Stir foods often
- Take temperatures at least every 2 hours
- Discard food after 4 hours if they have not been held at 135° F. or above.

List all of the potentially hazardous foods that you will be hot-holding, and the temperature that you will hold them at:

What equipment, in your kitchen, will you be using to hold food hot?: _____

What person/position will temp hot foods to make sure they are being properly held? How often with these temps be taken?:

On each Shift, what person/position will make sure that proper hot hold procedures are being followed?:

What will be done with food that is found out of temp?: _____

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: REHEATING POTENTIALLY HAZARDOUS FOOD

(Reference: Food Code 3-403.10 - 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 within 2 hours.
- Do not use equipment that is not capable of reheating the food to 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 a least 165° F and the food is rotated or stirred, covered, and allowed to stand covered for 2 minutes after reheating.
- Commercially packaged foods can be heated to a temperature of 135°F. for hot holding.

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 of assurance that pathogens will be eliminated.

List all of the foods **that you will be reheating**, and list the temperature you will be taking them to:

What **equipment** do you have available to use for **reheating foods**?:

How will you monitor the reheating temperatures, **and how often**?:

On each Shift, what person/position will make sure that the food is properly reheated?:

What will be done with food that is **improperly reheated**?:

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: TIME ONLY AS A METHOD TO CONTROL BACTERIAL GROWTH

(Reference: Food Code 3-501.19)

When time only, rather than time and temperature, is used as the public health control for a working with potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption:

*WHEN TIME IS USED AS A CONTROL, WRITTEN PROCEDURES, APPROVED BY YOUR HEALTH DEPARTMENT, MUST BE MAINTAINED AT YOUR FACILITY, AND MADE AVAILABLE TO YOUR HEALTH INSPECTOR UPON REQUEST.

If your facility serves a HIGHLY SUSCEPTABLE POPULATION, time only, rather than time and temperature, can not be used as a control for raw eggs.

TIME- MAXIMUM OF UP TO 4 HOURS FOR HOT AND COLD HOLDING

- (1) The food/container must be marked with the time that the food was removed from the cooler or cooking/hot holding. The four hour time limit must also be marked on the food/container.
- (2) The food must be cooked, served or consumed within the 4 hours. Once the food reached the marked time limit, it must be thrown out.
- (3) The food found out of temp with no time marking, or with a time marking exceeding 4 hours, or is past the time marked on the container must be thrown out.

TIME – MAXIMUM OF UP TO 6 HOURS FOR COLD HOLDING

- (1) Food must have an initial temperature of 41°F or less and must not exceed 70°F within the 6-hour holding period.
- (2) The warmest part of the food must be monitored to ensure it does not exceed 70°F.
- (3) Food must be marked with the initial time it is removed from cold holding and the 6 hour discard time.
- (4) Food must be discarded if its temperature exceeds 70°F.
- (5) Food in unmarked containers, or marked with a time that is greater than 6 hours, or is past the time marked on the container must be thrown out.

List all of the foods, in your facility, that you plan to use time only, as a control of bacterial growth:

Describe how you will mark or identify the foods listed above.

On each Shift, what person/position will make sure that the procedures for Time Only as a control are followed:?

Will written logs be kept for the foods subject to Time as a control?: If Yes, Where will they be kept?:

Created date: _____

By: _____

Last revised: _____

By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: DATE MARKING READY-TO-EAT, POTENTIALLY HAZARDOUS (TCS) FOOD

Certain foods shall be clearly marked, at the time of preparation or opening, to indicate the date by which the food shall be consumed or discarded. The date shall indicate a consume-by or discard date of no more than 7 days (date of preparation or opening plus 6 days) if the food is held at 41°F or less.

Date marking is required for foods that are:

- Potentially hazardous.
- Ready-to-eat.
- Held under refrigeration for more than 24 hours before sale or service.

Foods that do not require date marking:

- Foods that are not ready-to-eat (example: raw chicken)
- Foods that are not potentially hazardous (example: whole wheat bread)
- Whole, unsliced portions of cured and processed lunchmeat or other meat food products still remaining in the original packaging.
- For other exemptions see 2009 food code section 3-501.17 (F).

Date marking is needed because some bacteria grow slowly under refrigeration. Over time, these organisms may multiply to hazardous levels in certain ready-to-eat foods.

On each Shift, what person/position will make sure foods are properly date marked?: _____

List below, **all foods that you will be serving**, that will need to be date marked:

There are many different systems available that can be used for date marking. Below, describe how you will mark the food/containers with the proper date (calendar dates, days of the week, color coded marks, etc.). Also indicate whether you are marking a production/opening date, a use by date, or both.

What will be done with food that is found unmarked, improperly marked or past the marked last date of use?:

Created date: _____ By: _____

Last revised: _____ By: _____



STANDARD OPERATING PROCEDURES

SUBJECT: WAREWASHING

All pots, pans utensils, silverware, plates, etc. must be washed, rinsed, sanitized and air-dried after each use.

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
- An automatic chemical glasswasher

The following steps are to be utilized for manual warewashing:

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

*The manufacturer instructions must be followed for washing, rinsing and sanitizing items in the dishwashing machine.

On each Shift, what person/position will make sure that the concentration of sanitizing solution in the dishmachine or the 3-compartment sink is correct:

List the type of sanitizer(s) (Be Specific) that will be used in the warewashing process. *(Chemical test kits are required for each type of sanitizer used in the operation):

List any large "clean in place" equipment that will require washing, rinsing and sanitizing. (i.e. Soup kettle, Dough mixer, etc)

On each Shift, what person/position will make sure that proper ware washing procedures are done?:

What will be done with dishes that are found to be still soiled after they have been washed?:

*Items found to have not been properly washed, rinsed and sanitized must go through the process of warewashing until they have been properly washed, rinsed and sanitized in accordance to the Food Law.

NOTE: The manufacturer's operating manual for the dishwashing machine will be made available at all times to food employees working in the dishwashing area. All repairs, maintenance and calibration records will be kept on file for the warewashing machine.

Created date: _____

By: _____

Last revised: _____

By: _____