

2023



Food Safety Plan/ HACCP GUIDE



Washington County Public Schools
Food and Nutrition Services
August 2023



WCPS– HACCP Plan

Food Safety Plan

Table of Contents

Introduction

Process HACCP

Description of Program Overview and Facilities

Standard Operating Procedures (SOPs)

Corrective Action

Monitoring

Verification and Record keeping

Forms

Glossary



Food and Nutrition Services

WCPS– HACCP Plan

Introduction

The purpose of this food safety plan is to ensure the delivery of safe food to children and adults participating in the Washington County Public Schools meals programs by controlling hazards that may occur or be introduced into foods throughout the flow of food, from receiving of products to service of food. This food plan is meant to help control and reduce hazards that might occur during receiving, storage, preparation, cooking, cooling, reheating, holding, assembling, packing, transporting, and serving using a Process Approach to HACCP.

Hazard Analysis Critical Control Point (HACCP) was designed in the late 1950's by a group of food scientists and engineers from The Pillsbury Company, the Natick Research Laboratories, and the National Aeronautics and Space Administration (NASA) to ensure quality and food safety for the manned space program.

There are seven principles to utilizing HACCP:

1. Identify Hazards
2. Identify Critical Control Points
3. Establish Critical Limits
4. Establish Monitoring Procedures
5. Establish Corrective Actions
6. Establish Verification Procedures
7. Establish Record Keeping Procedures

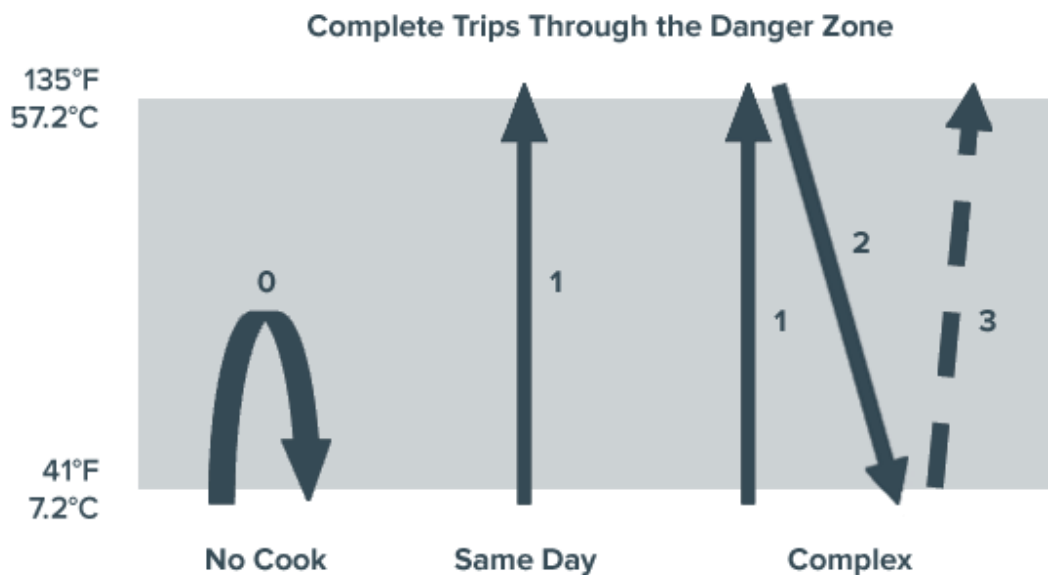
The HACCP process is a food safety system that follows the flow of food to identify potential hazards or risks and to control unacceptable contamination, microbial growth, and toxins. Critical Control Points (CCPs) are places within the process where preventative or control measures are implemented to reduce, eliminate, or prevent hazards.

Standard Operating Procedures (SOPs) are the written procedures and practices used to ensure food safety and are developed to meet the requirement of the 2017 FDA Food Code and Maryland Regulation 10.15.03. Employees are trained on the individual SOPs as part of their ongoing training. The established SOPs will contain the appropriate steps for monitoring the process and the critical control points, the critical limits for the CCPs and the appropriate corrective actions for any deviations from those critical limits.



Process HACCP

There are three main process types incorporated into this food safety plan which are “No Cook”, “Same Day Service”, and “Complex Food Preparation” and are based on the number of trips a food item makes through the Temperature Danger Zone. The Temperature Danger Zone is from 41°F (7.2°C) to 135°F (57.2°C). All menu items served in the school district have a corresponding recipe within the electronic database that includes the process type for the item.



“**No Cook**” items make zero (0) complete trips through the danger zone. Foods in this category include ready to eat items, or items that are received cold and served cold or received at room temperature and served at room temperature.

Receive → Store → Prepare → Hold → Serve

“**Same Day Service**” items make one (1) complete trip through the danger zone. This includes foods that are cooked and held until served or cooked and served immediately. Items that result in leftovers are not included in this category.

Receive → Store → Prepare → Cook → Hold → Serve



Food and Nutrition Services

WCPS– HACCP Plan

“Complex Food Preparation” items make three (3) trips through the danger zone. This includes items that are prepared in advance for the next day’s service or items that are cooked, cooled, and served the same day. Leftovers of foods that are typically prepared using same day service are not part of this category.

Receive → Store → Prepare → Cook → Cool → Hold → Serve

Receive → Store → Prepare → Cook → Cool → Reheat → Hold → Serve

Examples of Current WCPS Recipes with the HACCP Process	
Recipe	HACCP Process
R5043 - 14 WCPS - E - Garden Salad	No Cook
R5042 - 14E Chef Salad	No Cook
R5027- Turkey Sand on Round	No Cook
F1022 - 15B Oatmeal/Choc ChipBar J	No Cook
D3132 - Pastry, Pop Tart, Straw.	No Cook
C2010 - Fruit, Apple Slices IW	No Cook
D3114 - Fruit, Applesauce Cup, Plain	No Cook
C2031 - Veg, Carroteenies	No Cook
C2033 - Veg, Cauliflower, Fresh	No Cook
C2036 - Veg, Celery Sticks	No Cook
F1138- Grilled Cheese IW	Same Day Service
F1149 - Taco Sticks	Same Day Service
R5017- Cheeseburger	Same Day Service
F1014- Cheesie Bread Sticks	Same Day Service
R5025- Chicken Tenders	Same Day Service
F1039- Spicy Chick Patty	Same Day Service
F1039- Pizza, Cheese, Big Daddy’s	Same Day Service
R5003 - Veg, Mashed Potatoes	Same Day Service

This list is not comprehensive. For a comprehensive list, refer to Titan software.



Food and Nutrition Services

WCPS– HACCP Plan

Description of Program Overview and Facilities

Washington County Public Schools (WCPS) are located in Western Maryland and consist of approximately 46 school facilities with 22,000 students and 2,500 employees, and is the third largest employer in the county.

- Elementary Schools 26
- Middle Schools 7
- High Schools 9
- Special Programs 4

- Educational Support Staff 1236
- Teachers 1772
- Administrators 214

The mission of the WCPS Food and Nutrition Services (FNS) is to prepare and serve nutritious and appealing meals that meet the dietary guidelines to students, staff, and community in a positive, cheerful manner, while maintaining financial soundness, and contributing to the quality and excellence of the educational experience.

Dietary Guidelines:

- No more than 30% of an individual’s calories come from fat
- Less than 10% from saturated fat
- At least one-third of the Recommended Dietary Allowances of protein, Vitamin A, Vitamin C, iron, calcium, and calories

The WCPS FNS serves over 12,500 lunches and 7,500 breakfasts daily. The department is designed to operate as a non-profit through financial assistance from the USDA, Maryland state reimbursements, and receipts from sales in school cafeterias.

- Cooking Kitchens 29
- Receiving Kitchens 17

The WCPS FNS consists of base kitchens, which may satellite to non-cooking schools, as well as additional cooking schools and non-cooking or receiving schools (see list below). Each school kitchen is equipped with various types of equipment based on the functions and needs of the kitchen. The equipment summary is a summary of equipment found in each type of kitchen, and a comprehensive list of equipment as well as serial numbers is kept at the Center for Education Services within the Food and Nutrition Department Office.



Food and Nutrition Services

WCPS– HACCP Plan

School Name	Base/Cooking or Receiving
Boonsboro Middle	Base
Boonsboro High	Cooking
Boonsboro Elementary	Receiving
Pleasant Valley Elementary	Receiving
Sharpsburg Elementary	Receiving
Greenbrier Elementary	Receiving
E. Russell Hicks	Base
Antietam Academy	Cooking
Bester Elementary	Cooking
Emma K. Doub Elementary	Cooking
Lincolnshire Elementary	Receiving
Rockland Woods Elementary	Cooking
Smithsburg High School	Base
Cascade Elementary	Receiving
Old Forge Elementary	Cooking
Smithsburg Elementary	Cooking
Smithsburg Middle	Receiving
Northern Middle	Base
Barbara Ingram	Receiving
Eastern Elementary	Receiving
Fountaindale Elementary	Receiving
Pangborn Elementary	Cooking
Paramount Elementary	Receiving
Potomac Heights Elementary	Receiving
Ruth Ann Monroe Primary	Cooking
Western Heights Middle	Base
Marshall Street Center	Receiving
Maugansville Elementary	Cooking
Job Development Center	Receiving
Salem Avenue Elementary	Cooking
Jonathan Hager Elementary	Cooking
Clear Spring Middle	Base
Clear Spring High	Cooking
Clear Spring Elementary	Cooking
Fairview Outdoor School	Cooking
Hancock Middle/High	Cooking
Hancock Elementary	Receiving
North Hagerstown High	Base
South Hagerstown High	Base
Williamsport High	Base
Fountain Rock Elementary	Cooking
Williamsport Elementary	Receiving/Cooking
Springfield Middle	Receiving/Cooking
Hickory Elementary	Cooking



Food and Nutrition Services

WCPS– HACCP Plan

Equipment Summary

Base Kitchens	Cooking Kitchens	Receiving
Convection Ovens	Convection Ovens	
Combi Ovens	Combi Ovens	
Steamers	Steamers	
Steam Kettles	Steam Kettles	
	Re-Therm Unit	
Food Cutter/Mixer	Food Cutter/Mixer	
Tilt Skillet	Tilt Skillet	
Floor Mixer	Floor Mixer	
Micro-Wave	Micro-Wave	
Single Door Warmer	Single Door Warmer	Single Door Warmer
Pass thru Warmer	Pass thru Warmer	Pass thru Warmer
Steam Table (3, 4, 5 or 6 well)	Steam Table (3, 4, 5 or 6 well)	Steam Table (3, 4, 5 or 6 well)
Refrigerated Table Top	Refrigerated Table Top	Refrigerated Table Top
Refrigerated Drop-In Table	Refrigerated Drop-In Table	Refrigerated Drop-In Table
Refrigerated Merchandiser	Refrigerated Merchandiser	Refrigerated Merchandiser
Walk-In Freezer	Walk-In Freezer	
Walk-In Refrigerator	Walk-In Refrigerator	
Reach In Freezer	Reach In Freezer	Reach In Freezer
Reach In Refrigerator	Reach In Refrigerator	Reach In Refrigerator
Ice Cream Chest Freezer	Ice Cream Chest Freezer	Ice Cream Chest Freezer
Milk Cooler	Milk Cooler	Milk Cooler
Dish Machine	Dish Machine	Dish Machine
Booster Heater	Booster Heater	Booster Heater
Garbage Disposal	Garbage Disposal	Garbage Disposal



Food and Nutrition Services

WCPS– HACCP Plan

Standard Operating Procedures (SOP)

Standard Operating Procedures (SOPs) for WCPS are listed below. Each SOP will be attached to this food safety program. Foodservice staff will be made aware of all SOPs during initial and in ongoing training.

SOP

- Employee Health (SOP #1)
- Personal Hygiene (SOP #2)
- Washing Hands (SOP #3)
- Cleaning and Sanitizing Food Contact Surfaces (SOP #4)
- Receiving Deliveries (SOP #5)
- Preventing Cross-Contamination During Storage and Preparation (SOP #6)
- Calibrating, Cleaning and Using Thermometers (SOP #7)
- Controlling time and Temperature During Preparation (SOP #8)
- Washing Fruits and Vegetables (SOP #9)
- Using Suitable Utensils When Handling Ready to Eat Foods (SOP #10)
- Date Marking Ready to Eat Time/Temperature Control for Safety Foods (SOP #11)
- Cooking Time/Temperature Control for Safety (TCS) Foods (SOP #12)
- Heating Non-Time/Temperature Control for Safety (Non-TCS) Foods (SOP #13)
- Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods (SOP #14)
- Transporting Food to Remote Sites (Satellite Kitchens) (SOP #15)
- Transporting Food to Mobile Meal and Community Sites (SOP #16)
- Cooling Time/Temperature Control for Safety (TCS) Foods (SOP #17)
- Reheating Time/Temperature Control for Safety (TCS) Foods (SOP #18)
- Handling a Food Recall (SOP #19)
- Storing and Using Chemicals (SOP #20)
- Food Allergen Control (SOP #21)
- Allergen Control During Meal Service (SOP #22)
- Reporting a Food Borne Illness (SOP #23)
- Emergency Preparedness (SOP #24)
- Cafeteria Table Cleaning (SOP #25)



Food and Nutrition Services

WCPS– HACCP Plan



(SOP #1) Employee Health

Purpose: To prevent contamination of food by foodservice employees.

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food.



Instructions:

1. Employees have a legal responsibility to report a present or past illness of Salmonella typhi, Shigella spp., E coli 0157:H7, Hepatitis A, Norovirus or when they have symptoms of other illnesses that can be readily spread via food.
2. COMAR 10.15.03.14 requires managers to prevent food contamination by employees with certain medical conditions through restriction or exclusion of work duties.
 - a. Restriction means the prevention of an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service and single use articles.
 - b. Exclusion means the employee is not allowed in any part of the food establishment.
3. Employees that suffer from the following symptoms should not report to work.
 - a. **Diarrhea**
 - b. **Vomiting**
 - c. **Jaundice**
 - d. **Sore throat with fever**
 - e. **Discharge from the eyes, nose or mouth**
 - f. **Infected wounds or boils (unless covered)**
4. Employees affected by the above symptoms should contact their base manager by calling (or texting if approved by manager) in a reasonable time, prior to the start of their shift.

Monitoring:

The manager or a designated person 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.



Food and Nutrition Services

WCPS– HACCP Plan

Employee Health, cont.

Corrective Action:

The Manager will contact their Assistant Supervisor and the affected employee will be excluded from the operation.

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.



Verification and Record Keeping:

The foodservice Manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #2)

Personal Hygiene



Purpose: To prevent contamination of food by foodservice employees.

Scope: This procedure applies to foodservice employees who handles, prepares, or serves food.

Instructions:

1. Follow the Employee Health SOP #1.
2. Report to work in good health, hygiene (ie. deodorant used), dressed in clean and proper uniform.
3. Hair covered with hair/beard net or hat prior to coming into kitchen area. Long hair to be tied back and up.
4. If wearing an apron, change when soiled.
5. Wash hands properly, frequently, and at the appropriate times following the SOP #3 for Washing Hands.
6. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
 - a. Unless wearing gloves that are in good repair, does not wear finger nail polish or artificial finger nails.
7. Jewelry is not permitted except:
 - a. Wedding band with properly gloved hands
 - b. Studs that are secured (limit to one or one pair)
 - c. Medical alert bracelet
 - d. Watches may only be worn if the band is washable. No metal or leather bands permitted.
8. Treat and bandage wounds and sores immediately. When hands are bandaged, single use gloves must be worn at all times and changed frequently.
9. Eating and drinking is only permitted during breaks and in designated areas. Eating and drinking in prep, serving or dish rooms are not permitted.
10. Gum chewing is not permitted in the kitchen.

Monitoring:

To ensure employees are adhering to this SOP, the foodservice manager or designated person will inspect employees when they report to work and monitor all employees during all hours of operation.

August 2023



Food and Nutrition Services

WCPS– HACCP Plan

Personal Hygiene, cont.

Corrective Action:

Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.

Verification and Record Keeping:

The foodservice manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #3)



Washing Hands & Proper Glove Use

Purpose: To prevent food borne illness caused by contaminated hands

Scope: This procedure applies to anyone who handles, prepares, and serves food, or clean dishes.

Washing Hand Instructions:

1. Follow proper hand washing procedures as indicated below:
 - a. Wet hands and forearms with warm, running water.
 - b. Apply soap. Make sure there is enough soap to build up a good lather.
 - c. Scrub lathered hands and forearms, under fingernails and between fingers for at least 20 seconds.
 - d. Rinse thoroughly under warm running water.
 - e. Dry hands and forearms thoroughly with single-use paper towels.
 - f. Turn off water using paper towels without touching the handles with bare hands.
 - g. Use paper towel to open door if exiting a restroom.
2. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
3. Use designated hand-washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
4. Remove all clutter from hand-washing sinks and ensure the area is not blocked. Keep hand-washing sinks accessible anytime employees are present.
5. Provide a waste container at each hand-washing sink or near the door in restrooms. Trash cans in restrooms must contain a lid.
6. Wash hands:
 - a. Before starting work
 - b. During food preparation
 - c. When moving from one food preparation area to another
 - d. Before putting on or changing gloves
 - e. After using the restroom
 - f. After sneezing, coughing, using a handkerchief or tissue
 - g. After touching hair, face, or body
 - h. After eating or drinking
 - i. After handling raw meats, poultry, or fish
 - j. After any clean up activity such as sweeping, mopping, or wiping counters





Food and Nutrition Services

WCPS– HACCP Plan

Washing Hands & Proper Glove Use, Cont.

- k. After touching dirty dishes, equipment, or utensils
- l. After handling trash
- m. After handling money
- n. After handling cell phones
- o. After any time the hands may become contaminated

Proper Glove Use Instructions:

1. Single use gloves must always be worn when handling ready-to-eat food.
2. Use only approved gloves, provided in your kitchen.
3. Ensure you are wearing the right glove size. Do not blow into, roll or re-use gloves.
4. Wash your hands before putting on gloves when you start a new task.
5. Hold gloves by the edge when putting on, avoid touching them as much as possible.
6. Check the gloves for rips and tears.
7. Change gloves when:
 - a. At the beginning or when changing tasks
 - b. Gloves become dirty or torn
 - c. After an interruption, such as taking a phone call
 - d. After handling raw meat, seafood, or poultry. And before handling ready-to-eat foods.
 - e. After four hours of continuous use

Monitoring:

The foodservice Manager will visually observe the hand washing and glove use practices of the foodservice staff during all hours of operation. In addition, the foodservice Manager will visually observe that hand washing sinks are accessible, clean, and properly supplied during all hours of operation.

Corrective Action:

Employees that are observed not washing their hands or changing gloves at the appropriate times or not following the proper procedure will be asked to wash their hands immediately. Employee will be retrained to ensure proper hand washing and glove use procedure.

Verification and Record Keeping:

In addition to the foodservice manager visually observing this daily, various levels of leadership will be visiting sites throughout the school year.



Food and Nutrition Services

WCPS– HACCP Plan



(SOP #4)

Cleaning and Sanitizing Food Contact Surfaces



Purpose: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

Scope: This procedure applies to all foodservice employees.

Food contact surfaces include, but not limited to, the following:

- Sinks
- Tables
- Dishroom
- Utensils
- Thermometers
- Carts
- Equipment

To prepare a bottle:

- 1) Every kitchen will have sanitizer and general-purpose dispensers.
- 2) You simply put the bottle underneath and hold the black button to release the chemical.
 - a. Both come out ready to use. No mixing required.
 - b. Thermometer cups are to be filled from a sanitizer bottle.
- 3) The dispensers are connected to water lines. Be sure that the valve is on to allow water to flow.
- 4) **Red** spray bottles: **Sanitizer**
Sanitizer (no matter if in bucket, bottle, sink or thermometer cup) should always test a minimum of 200 PPM
- 5) **Green** spray bottles: **General Purpose**





Cleaning and Sanitizing Food Contact Surfaces, cont.

Instructions:

1. Wash, rinse, and sanitize food contact surfaces:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected to have occurred
 - Between use of foods that are known to be potential allergens
 - After use
2. Using only FNS approved chemicals, wash, rinse, and sanitize food contact surfaces using the following procedure:

When food is not present (ie. end of day):

- Remove all food particles.
- Wash surface with **GREEN general purpose** (only when food is not present)
- Rinse surface with clean water.
- Sanitize surface using **RED Sanitizer Bottle** and allow to air dry.

When food is present:

- Remove all food particles.
- Sanitize surface using **RED Sanitizer Bucket** and linen and allow to air dry.
- Place soiled linen in **YELLOW soiled linen bucket**.

3. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - Wash, rinse & sanitize sink.
 - In the first compartment, add warm water (75°-110°F) to marked “Wash” line.
 - Add **PURPLE Pot and Pan Detergent** to sudsy preference when using pump dispensing system.
 - For automatic dispensing fill to appropriate level.



Cleaning and Sanitizing Food Contact Surfaces, cont.

- In the second compartment, add warm clear rinse water. Change frequently to keep clean.
 - In the third compartment, “Sanitize”:
 - If using a pump dispensing system:
 - Pump **RED SANITIZER** into the sink per instruction based on sink size.
 - Allow items washed in sink to air dry.
 - If using an automatic dispensing system:
 - Turn dispenser on and fill the sink to appropriate level.
 - Allow items washed in sink to air dry.
4. If a dish machine is used:
- Ensure that rinse cycle gauge temperatures reads 180°F or above if using hot water to sanitize.
 - Daily: Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Daily: Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate and record the temperature of the final rinse.
 - Weekly: For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
 - **The test strip must be attached to the Sanitizer, Dish machine Temperature and Delime Log.**

Monitoring:

Foodservice employees will:

- During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.

Corrective Action:

- Wash, rinse, and sanitize dirty food contact surfaces, or surfaces that have not been properly sanitized.
- Discard food that comes in contact with surfaces that have not been sanitized properly.
- Visually monitor that the water in each compartment of the sink is clean. When in question, re clean and follow the steps in this SOP.



Food and Nutrition Services

WCPS– HACCP Plan

Cleaning and Sanitizing Food Contact Surfaces, cont.

Corrective Action (dish machine use):

- Drain and refill the machine periodically and as needed to keep the water clean.
- Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
- Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
- Be sure cafeteria tables are clean at all times. When in question, re-clean and follow the steps in this SOP.

Verification and Record Keeping:

Foodservice employees will record monitoring activities and any corrective action taken on the Sanitizer Calibration Log and the Dishroom Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing and initialing Sanitizer Calibration Log and the Dishroom Log. The logs will be kept on file for at least three (3) years plus the current year.



Food and Nutrition Services

WCPS- HACCP Plan

DATE	Mgr. Initials	DAILY		WEEKLY		TEST 1 TIME EACH WEEK	
		Dishwash Rinse Temp 180F	Initials	Delime Dish Machine	Initials	Dishmachine Wash Temperature Test Strip Result 160F or higher. Blue bar on test strip MUST turn orange to indicate 160F or higher	Initials
5/3/21	CM	179	Q				
5/4/21	CM	170	RM				
5/5/21	CM	178	RM			Temp Rite Dishwasher Temperature Test Strip PASS WHEN BLUE BAR TURNS ORANGE 160°F ES ACEPTABLE CUANDO LA BARRA AZUL CAMBIA A COLOR NARANJA (71°C)	Date: 5-5 Emp: MR
5/6/21	CM	157	RM				
5/7/21	CM	182	RM	✓	MSPD		
5/10/21	CM	180	RM			Temp Rite Dishwasher Temperature Test Strip PASS WHEN BLUE BAR TURNS ORANGE 160°F ES ACEPTABLE CUANDO LA BARRA AZUL CAMBIA A COLOR NARANJA (71°C)	Date: 5-10 Emp: MR
5/11/21	CM	182	RM				
5/12/21	CM	178	RM	✓	MSPD		
5/13/21	CM	180	Q				
5/14/21	CM	184	RM			Temp Rite Dishwasher Temperature Test Strip PASS WHEN BLUE BAR TURNS ORANGE 160°F ES ACEPTABLE CUANDO LA BARRA AZUL CAMBIA A COLOR NARANJA (71°C)	Date: 5-14 Emp: MR
5/17/21	CM	173	RM				
5/18/21	CM	184	RM				
5/19/21	CM	175	RM	✓	MSPD		
5/20/21	CM	174	RM				
5/21/21	CM	183	RM				
5/24/21	CM	186	RM			Temp Rite Dishwasher Temperature Test Strip PASS WHEN BLUE BAR TURNS ORANGE 160°F ES ACEPTABLE CUANDO LA BARRA AZUL CAMBIA A COLOR NARANJA (71°C)	Date: 5-24 Emp: MR
5/25/21	CM	187	Q				
5/26/21	CM	182	RM	✓	MSPD		
5/27/21	CM	176	RM				
5/28/21	CM	178	RM				



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #5) Receiving & Storing Deliveries



Purpose: To ensure that all food is received fresh and safe when it enters the foodservice operation, and to transfer food to proper storage as quickly as possible.

Scope: This procedure applies to foodservice employees who receives, handles, prepares, or serves food.

Prior to complete a food order and or receiving a delivery you must organize your storage areas to ensure you are following the First In, First Out (FIFO) method.

Instructions:

1. Manager or trained designee must follow this SOP, inspect, and receive all deliveries.
2. Inspect all cases for damage. If damage packaging or products not received at proper temperature, reject the item. Send it back with the driver.
3. Compare delivery invoice against products ordered and products delivered. Check all items received. Note rejected items on the delivery ticket. The driver will make changes as needed. Sign when delivery complete. Send print out of final invoice to CES.
4. Transfer foods to their appropriate locations as quickly as possible.
5. Ensure all storage areas are maintaining appropriate temperatures.
6. Label all cases with the delivery date and month.





Food and Nutrition Services

WCPS– HACCP Plan

Receiving Deliveries, cont.

Any rejected items will be marked “DO NOT USE” and separated from other items.

Verification and Record Keeping:

Record temperatures for accepted items on the receiving log, and corrective actions or reason for rejection on the delivery invoice. Foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the receiving log at the close of each day. Receiving logs are kept on file for a minimum of three (3) years plus the current year. Foodservice managers will ensure that all storage area temperatures are appropriate and record temperature twice (2x) daily on the Storage Temp Log. The Storage Temp Log will be kept for three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #6)

Preventing Cross-Contamination During Storage and Preparation



Purpose: To reduce foodborne illness by preventing unintentional contamination of food.

Scope: This procedure applies to foodservice employees who receives, handles, prepares, or serves food.

Instructions:

1. Wash hands properly. Refer to the Washing Hands SOP #3.
2. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP #10.
3. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
4. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
5. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
6. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
7. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP #4 for proper cleaning and sanitizing procedure.
8. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
9. Place food in covered containers or packages and store in the walk-in refrigerator or cooler.
10. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Place “cooling” foods in this area following the Cooling TCS Foods SOP #17.
11. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
12. Store damaged goods in a separate location, and clearly label “Do Not Use”.
13. Clearly label shelves or areas that are for personal use food items.



Food and Nutrition Services

WCPS– HACCP Plan

Preventing Cross-Contamination During Storage and Preparation, cont.

Monitoring:

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.
4. Damaged goods that should be reported to the Assistant Supervisor.

Verification and Record Keeping:

The foodservice Manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice Manager will periodically check the storage of foods during hours of operation. Foodservice employees will document any discarded food on the Discard Log. The foodservice Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Discard Log each day. The Discard Log is to be kept on file for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #7)
Calibrating, Cleaning and Using Thermometers

Purpose: To prevent foodborne illness by ensuring that the appropriate internal product temperatures are measured by using thermometers correctly and calibrating for accuracy.

Scope: This procedure applies to foodservice employees who prepare, cook, and cool food.

Instructions:

1. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken.
2. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
3. Clean and sanitize food thermometers before each use and at the end of each shift.
4. Store food thermometers in an area that is clean and where they are not subject to contamination.
5. Thermometer cups are only used for thermometers storage and use.

Calibrating Thermometers:

1. Foodservice employees will use the ice-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.





Food and Nutrition Services

WCPS– HACCP Plan

Calibrating, Cleaning and Using Thermometers, cont.

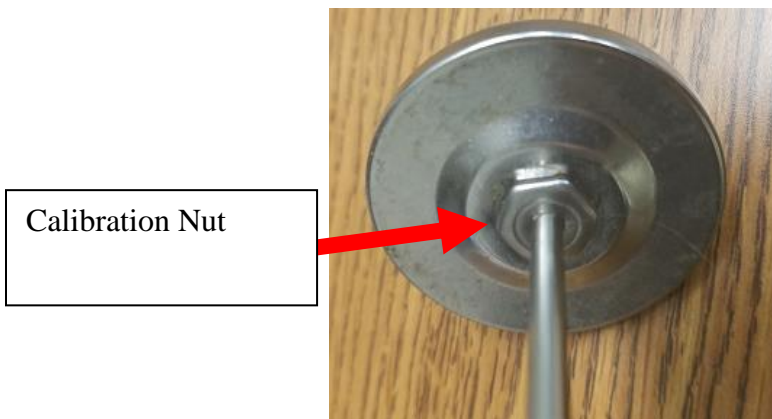
Monitoring Calibration:

The site leader or manager will determine and record the number of thermometers in use and assign a person to check the accuracy of **ALL** food thermometers:

- At regular intervals (**at least once per week**)
- If dropped
- If used to measure extreme temperatures, such as in an oven
- Whenever accuracy is in question

Calibration Corrective Action:

2. Retrain any foodservice employee found not following the procedures in this SOP.
3. Digital thermometers must be checked weekly with a stem thermometer.
4. For an inaccurate, digital thermometer change the battery and recheck. If still inaccurate, take out of use immediately and dispose of the thermometer.
5. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. If it cannot be adjusted, take out of use immediately and dispose of thermometer.





Calibrating, Cleaning and Using Thermometers, cont.

Cleaning Thermometers:

1. Fill clean thermometer sanitizer cup to fill line from a clean, pre-mixed sanitizer spray bottle. Pour into cup. **Do not dip cup into buckets.**
2. Test PPM of sanitizer.
3. Remove any food or debris from thermometer using a single use paper towel or a clean cloth.
4. Dip the thermometer (free of food and debris) into the sanitizer cup.
5. Place sanitized thermometer into empty resting thermometer cup.
6. Ensure sanitized thermometer has time to dry before placing into food to take temperatures.
7. Thermometer cups must be emptied, cleaned and air dried at the end of each day.



Clean off food/debris



Dip into sanitizer cup



Place into “resting cup” to dry

Monitoring Cleaning of Thermometers:

Foodservice employees will monitor and address the cleanliness of thermometers:

- At the start of the shift
- In between each use
- At the end of the shift

Cleaning Corrective Action:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Any thermometer that is observed to be dirty or that has been used to take a temperature will be cleaned before the next use.



Calibrating Cleaning and Using Thermometers, cont.

Using Thermometers:

1. Place a calibrated, clean/dry, thermometer into the center of the food when taking a temperature.
2. Make sure, if the thermometer has a dimple on the stem that the food is past the dimple to ensure an accurate temperature reading.
3. Allow 15-20 seconds for the temperature to stabilize before recording the temperature reading.
4. When taking the temperature of multiple items, ensure that a clean/dry thermometer is used for each item.



Use calibrated clean/dry thermometer



Place into center of food for 15-20 sec

Monitoring Using Thermometers:

The foodservice Manager will monitor the use of thermometers throughout the shift to ensure that thermometers are being used correctly.

Using Thermometers Corrective Action:

The foodservice Manager will retrain any employee found not following the procedures in this SOP.

Verification and Record Keeping:

All thermometers will be calibrated weekly and recorded on the Sanitizer Calibration Log. The foodservice Manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration



Food and Nutrition Services

WCPS– HACCP Plan

Calibrating Cleaning and Using Thermometers, cont.

process and all operating hours. The foodservice Manager will review and initial the thermometer calibration column of the Sanitizer Calibration Log weekly. The Sanitizer Calibration Log will be kept on file a minimum of three (3) years plus the current year.



Sanitizer, Combi Deliming, & Therm. Calibration Log

School: East Elem

Month/Year: Sept 2018

DATE	Mgr. Initials	Test a bucket and spray bottle daily.				WEEKLY			Delime minimum 1 time each week	
		Cup 200 PPM	Bucket 200 PPM	Spray Bottle 200 PPM	Initials	Therm. Calibration	# of therm. In use	Initials	Combi Deliming	Initials
9/1/18	JA	X	X	X	TC	6	6	TC	X	TZ
9/2/18	JA	X	X	X	TC					

Managers must review this form each day and initial indicating all tasks have been completed.

Test EACH source listed above at least once DAILY.
The employee who tests the sanitizer must initial above.

List the number of thermometers calibrated and the number of thermometers in use in the kitchen. **This number should be the same.** If the number is not the same, the manager must investigate. Thermometers that are not included in the calibration are not to be used in the kitchen.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #8)
Controlling Time and Temperature During Preparation



Purpose: To prevent foodborne illness by limiting the amount of time that time/temperature control for safety (TCS) foods are held in the temperature danger zone during preparation.

Scope: This procedure applies to foodservice employees who prepare food.

Instructions:

1. Wash hands prior to preparing foods. Refer to the Washing Hands SOP #3.
2. Do not use bare hands to handle ready-to-eat foods at any time. Refer to SOP #3 for Proper Glove use.
3. Single use disposable gloves must be worn when handling ready-to-eat foods.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP #6.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches for example salads, cold sandwiches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If time/temperature for control (TCS) foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Time/Temperature Control for Safety Foods SOP #17.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.

August 2023



Food and Nutrition Services

WCPS– HACCP Plan

Controlling Time and Temperature During Preparation, cont.

3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.



Corrective Actions:

1. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
2. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
3. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
4. Discard food that does not meet requirements of SOP #17.

Verification and Record Keeping:

The foodservice Regional Base Manager/Kitchen Manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift. The foodservice Regional Base Manager and Kitchen Manager will complete the Daily Production Record daily. The Daily Production Record is to be kept on file for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #9)

Washing Fruits and Vegetables



Purpose: To prevent or reduce risk of food borne illness or injury by contaminated fruits and vegetables.

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

Instructions:

1. Wash hands using the Washing Hands SOP #3.
2. Wash sink before starting. Refer to SOP #4.
3. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks; using the Cleaning and Sanitizing Food Contact Surfaces SOP #4.
4. Remove any damaged or bruised areas. Remove labels/stickers if it will not damage skin/peel.
5. Wash all raw, unpeeled fruits and vegetables that are served whole or cut into pieces.
6. Fresh produce is to be washed under cool running water. **DO NOT** leave produce to soak in a water bath.
7. All washed produce should be removed from the sink and handled with **freshly gloved** hands.
8. Place washed fruit in containers based on the recipe instructions. Label and refrigerate fresh fruit and fresh-cut items.
9. Serve all cut produce within 3 days if held at 41 °F or below.
10. Clean sink at the end, following SOP #4.

Monitoring:

Foodservice Manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation. In addition, foodservice employees will check daily the quality of fruits and vegetables in cold storage.

Corrective Action:

Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled.

Verification and Record Keeping:

The foodservice Manager will verify that all produce is being washed, labeled, served and stored properly.

August 2023



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #10)
Using Suitable Utensils When Handling and Serving Food



Purpose: To prevent food borne illness due to cross-contamination.

Scope: This procedure applies to foodservice employees who prepare, handle, or serves food.

Instructions:

1. Wash hands using the Washing Hands SOP #3.
2. Do not use bare hands to handle or serve foods that are ready-to-eat or serve at any time unless washing fruits and vegetables.
3. Use suitable utensils when working with ready-to-eat foods. Suitable utensils may include:
 - a. Single-use gloves
 - b. Deli tissue
 - c. Foil wrap
 - d. Tongs, spoodles, spoons, and spatulas
4. Use only clean and sanitized utensils. Store utensils with the handles up or by other means to prevent contamination.
5. Utensils in use on the serving lines must be kept inside the hot foods that are being served.
6. Change utensils between services. Utensils are not to be stored on a tray after use then re-used for a second serving time.
7. Use separate utensils for each food being served.
8. If using single-use gloves while serving, change gloves in-between services, then only one product can be served to prevent cross-contact of potential allergens.
9. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.



Food and Nutrition Services

WCPS– HACCP Plan

Using Suitable Utensils When Handling and Serving Food, cont.

Monitoring:

The Foodservice manager will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

Corrective action:

Employees observed not following any of the instruction in the procedure will be retrained at the time of the incident. Any improperly handled food, plates, or utensils will be discarded.

Verification and Record Keeping:

The foodservice Manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. Any discarded food will be recorded on the Discard Log. This log will be maintained for a minimum of three (3) years plus the current year.



(SOP #11) Date Marking Ready-to-eat Time/Temperature Control for Safety (TCS) Foods

Purpose: To ensure appropriate rotation of ready-to-eat food to prevent or reduce food borne illness from *Listeria Monocytogenes*.

Scope: This procedure applies to foodservice employees who prepare, store, or serve food.

Instructions:

1. Label ready-to-eat, TCS foods that are prepared on-site and held for more than 24 hours.
2. Refrigerate all ready-to-eat, TCS foods at 41°F or below.
3. Serve or discard refrigerated, ready-to-eat, TCS foods within seven (7) days of production.
4. Indicate with a label the date prepared, the date frozen and the date thawed of any refrigerated, ready-to-eat, TCS foods.
5. Calculate the 7-day time period by counting only the days that the food is under refrigeration.

Example:

1



On 1-8-18, lasagna is cooked, properly cooled and then refrigerated with a label that reads Lasagna Cooked 1-8-18.

2



On 1-9-18, the lasagna is frozen with a label that reads, frozen 1-9-18. (Only one day counts toward the 7-day period.)

3



When the lasagna is pulled from the freezer, it should be labeled with a thaw date.

4

The lasagna must be served or discarded within 6 days from the thaw or pulled date.

Pulled 1/27/18, so discard date is 2/1/18 (6 days)
6 days after thawing + 1 day prior to freezing = 7 days

One label may be used that has all three dates listed and specified.



Food and Nutrition Services

WCPS– HACCP Plan

Date Marking Ready-to-eat Time/Temperature Control for Safety (TCS) Foods, cont.

Monitoring:

The Foodservice Manager is responsible for ensuring that refrigerators are checked daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

Corrective Action:

Foods that are not date marked or that exceed the 7-day time period will be discarded.

Verification and Record Keeping:

The foodservice Manager will visually inspect product and packaging to ensure compliance during all hours of operation. The foodservice Manager will make the final decision regarding the disposition of product based on visual inspection or on date marking, to ensure safety and quality. Any discarded product should be recorded on the Discard Log. This log will be maintained for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

Cold Item Rotating System

After lunch service, label all leftover cold items (ex. salads and sandwiches) with the colored dot. Refer to chart below.

WCPS Food & Nutrition Services	
MONDAY	RED
TUESDAY	YELLOW
WEDNESDAY	GREEN
THURSDAY	BLUE
FRIDAY	DISPOSE

Leftovers should be put out first on following day (ex. Red-Tuesday, Yellow-Wednesday, etc.) to ensure proper rotation of production.

In the event that a product does not sell by the end of the third day be sure to discard. If you have production to discard reevaluate production numbers. Refer to chart below.

Discard Chart

Red-Wednesday
Yellow-Thursday
Green- Friday
Blue-Friday

*On Friday all cold product must be discarded



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #12)
Cooking Time/Temperature Control for Safety (TCS) Foods



Purpose: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

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

Instructions:

1. Cook according to recipe. The instructions on the recipe follow state and local requirements based on the Food Code.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.

Monitoring:

1. Place a calibrated, sanitized/dry, thermometer into the center of the food when taking a temperature.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
3. Take an internal temperature from each pan of food by inserting the thermometer into the thickest part of the product which usually is in the center. Make sure, if the thermometer has a dimple on the stem that the food is past the dimple to ensure an accurate temperature reading.
4. The appropriate temperature should be reached and maintained for 15-20 seconds before recording the temperature reading.
5. Record three temperatures (start of service, mid-service, end of service) on the Daily Production Record.
6. When only one batch is prepared, only one temperature may need to be recorded on the Daily Production Record. If only one batch is prepared, it should be clearly indicated on the Daily Production Record.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. For non-cooking schools, refer to Danger Zone for Non-Cooking Satellite Schools SOP #16.

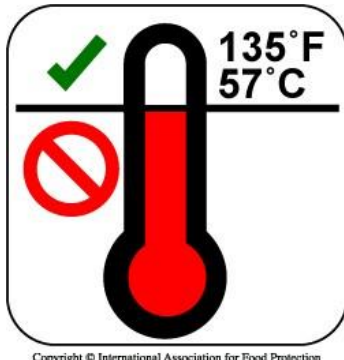
August 2023



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #13)
**Heating Non-Time/Temperature Control for Safety (Non-TCS)
Foods**



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Purpose: To heat foods that are not listed as time/temperature controlled for safety, but to ensure that foods are heated through the temperature danger zone in a minimal amount of time.

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

Instructions:

1. State or local health department requirements are based on the *Food Code*. This procedure applies to the following items:
 - Bosco Cheesy Breadsticks, individually wrapped Grilled Cheese Sandwiches, and French Toast Sticks
2. Preheat warming cabinet until an internal temperature of 190 °F is obtained.
3. Place food into the warming cabinet. Food should be fully thawed and at a refrigerated temperature. Food should be placed on a full or half size bun tray in a single layer and then covered. At least 3” space should be remaining between the top of one tray and the bottom of the next.
4. Take the temperature of the food after 1 hour and record the temperature on the Daily Production Record.
5. Food should reach an internal temperature of 135 °F within two (2) hours.
6. Record the final temperature and time on the Daily Production Record.
7. After food reaches the temperature as indicated in Step 6, adjust temperature, if needed, to maintain appropriate food temperature and ensure good product quality.

Breakfast Foods:

1. Ready to eat breakfast foods may be warmed in a warming cabinet to enhance quality. Warming cabinets should be set on a low temperature to prevent packaging from being damaged (staff members must closely monitor the warming process).



Food and Nutrition Services

WCPS– HACCP Plan

Heating Non-TCS Foods, cont.

2. Items that can be warmed using this process include: Muffins, Breads, Mini Cinni's, Cinnamon Rolls, J&J Breakfast Bars, and Pop Tarts. You do not need to obtain a temperature for such items.
3. Preheat warming cabinet @ approximately 150-160 degrees. Product will need approximately one (1) hour to become fully heated. Heat item to 135 degrees for service.
4. Leftover breakfast items that have been warmed **MUST** be discarded. Please do not over produce such items to minimize waste.

Using Serving Line to Boil Water

Serving lines can be used to boil water for mashed potatoes and or gravy using the following procedure:

1. Ensure serving line well has enough water (minimum 2 inches).
2. Pre-heat serving line by turning on to the highest setting.
3. Place a ½ size hotel pan with lid (4" or 6" deep) filled with appropriate amount of water needed for recipe in the pre-heated serving line well.
4. Bring water to a rolling boil. Using a hot pad carefully remove lid.
5. Stir in mashed potato or gravy mix until well blended.
6. Take and record final temperature, time, and document on temperature production log.
7. Cover and store in pre-heated warming cabinet or serving line.

Note: This process should be done as close to service as possible to protect the quality of the product.

1. Frozen bagged cheese sauce and marinara sauce **MUST** be heated in a combi oven following manufacturer instructions.
2. Shelf stable marinara PC's should be served as such. **DO NOT** warm or heat this product.
3. Vegetables **MUST** be steamed in a combi oven.

Monitoring:

1. Place a calibrated, clean/dry, thermometer into the center of food to take a temperature.
2. Take at least two (2) internal temperatures from each pan of food by inserting the thermometer into the thickest part of the product which usually is in the center, and record the three (3) temperatures on the Daily Production Record (only one (1) temp is needed if single pan).



Food and Nutrition Services

WCPS– HACCP Plan

Heating Non-TCS Foods, cont.

Corrective Action:

1. Continue heating food until the internal temperature reaches the required temperature.
2. Food not reaching 135 °F within two (2) hours must be **placed in an oven** until the internal temperature reaches 135 °F.

Verification and Record Keeping:

Foodservice employees will record product name, time, the three (3) temperatures/times, and any corrective action taken on the Daily Production Record (only one (1) temp/time if one batch is prepared). The foodservice Manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing the Daily Production Record at the close of each day. The Daily Production Record is to be kept on file for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #14)

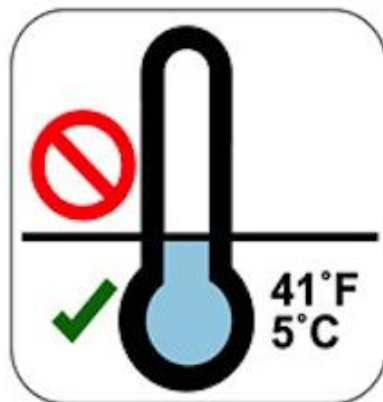
Holding Hot and Cold Time/Temperature Control for Safety Foods

Purpose: To prevent food borne illness by ensuring that all time/temperature control for safety (TCS) foods are held at the proper temperature.

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

Instructions:

1. Follow State or local health department requirements regarding required hot and cold holding temperatures. Preheat steam tables and hot boxes.
 - a. Hold hot foods at 135 °F or above; and
 - b. Cold foods at 41 °F or below



COLD TCS FOODS



HOT TCS FOODS

Monitoring:

1. Use a calibrated, sanitized/dry, 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-held foods:
 - a. Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - b. Reheat foods in accordance with the Reheating TCS Foods SOP #13.
 - c. All hot TCS foods should be at 135 °F or above before placing food out for service, and should be kept in warmers until right before service.
 - d. Take the internal temperature of food before placing it on a steam table or in a hot holding unit and halfway through service.



Food and Nutrition Services

WCPS– HACCP Plan

Holding Hot and Cold Time/Temperature Control for Safety Foods, cont.

5. For cold foods held for service:
 - a. Verify that the air temperature of any unit is at 41 °F or below before use.
 - b. Chill foods, if applicable, in accordance with the cooling SOP #17.
 - c. All cold TCS foods should be 41 °F or below before placing the food out for display or service. Cold foods should be placed on cold trays and elevated so that they are easily seen.
 - d. Take the internal temperature of the food just prior to the first meal service and halfway through the meal service.

Corrective Action:

For hot foods:

1. Reheat the food to 165 °F 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 two (2) hours. Refer to Danger Zone SOP for Non-Cooking Satellite Schools.
2. Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. Discard leftovers that are found to be below 135°F and are **not** reheated.
4. Once food is re-heated, discard.

For cold foods:

1. 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 lower and taken within the last two (2) hours. Refer to the Cooling TCS Foods SOP #17.
2. 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 Daily Production Record. The Daily Production Record will be kept on file for a minimum of three (3) years plus the current year. Any food items that are discarded should be recorded on the Discard Log. This log will be maintained for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #15)
Transporting Food to Remote Sites
(Satellite Kitchens)

Purpose: To prevent foodborne illness by ensuring that food temperatures are maintained and contamination is prevented during transportation.

Scope: This procedure applies to foodservice employees who transport food from a central kitchen to remote sites (satellite kitchens & community sites).

Instructions:

1. State or local health department requirements are based on the *Food Code*:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, time/temperature control for safety (TCS) foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.
2. Use only food carriers for transporting food approved by WCPS.
3. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °F or above.
 - For cold food items - pre-chill using ice trays for cold foods.
 - For hot food items - pre-heat using bricks (heated in a 400°F oven for 2 hours) for hot foods.
 - All non-cooking satellite schools **MUST** use two (2) hot bricks for each transport carrier.
 - Bricks must be pre-heated by placing them in a 400 degree oven for two (2) hours.
 - Bricks must be wrapped in tin foil and placed on a tray at the bottom of carrier.
 - During colder weather months, an additional two (2) bricks may be used in the center racks as well.
 - Temperature of all foods should be recorded on the satellite schools Daily Production Log.



Transporting Food to Remote Sites, cont.

4. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature.
 - Easy-to-clean or disposable
 - Approved to hold food
5. Place food containers in food carriers and transport the food to remote sites as quickly as possible.
6. Upon arrival at the satellite site, all food must be placed into hot barns if not being served immediately and temperatures must be checked with a calibrated, clean/dry thermometer to ensure that proper holding temperatures have been maintained during transport. Hot foods must reach a minimum temperature of 135 °F, and cold foods must have a maximum temperature of 41 °F. The temperature of all foods must be written on the satellite site's Daily Production Record in the “**transport in**” column.
7. All food returned to the base should be cooled using an appropriate cooling method from the Cooling Time/Temperature Control for Safety Foods (TCS Foods) SOP #17.

Monitoring:

1. Check the air temperature of the food carrier to ensure that the appropriate temperature is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier.
3. Record temperature of food upon return to the base.
4. Monitor condition of carriers and containers. Check for cracks, malfunctions, etc.

Corrective Action:

1. If hot food is found to be in the danger zone at any time the Kitchen Manager must call the base kitchen and provide them with the last good time and temperature for the product. Base manager will determine if the product can be served and provide further direction.
 - Regional Base Manager: Determine if the product in question can be served by calculating the amount of time the product will be in the danger zone before the end of service. If the product will be served within two (2) hours of the last good (non-danger zone temp) then you will allow the Kitchen Manager to serve the product, **discard leftovers, and document corrective action on temperature log**. If the time exceeds two (2) hours you must call the Assistant Supervisor for further direction.



Transporting Food to Remote Sites cont.

2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F if the internal temperature of hot food is less than 135 °F upon arrival to the satellite location. Refer to the Reheating Time/Temperature Control for Safety (TCS) Foods SOP #18 or the Danger Zone for Non-Cooking Satellite Schools SOP #16.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F upon arrival at the satellite location. Refer to the Cooling Time/Temperature Control for Safety (TCS) Foods SOP #17 for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than four (4) hours.

Verification and Record Keeping:

Upon receipt of food at remote sites, foodservice employees will record receiving temperatures and corrective action taken on the Daily Production Record. The foodservice Manager at central kitchens will review the Daily Production Record on a regular basis. The Kitchen Manager will verify that foodservice employees are receiving foods at the proper temperature and following the proper receiving procedures, by visually observing receiving practices during the shift and reviewing the Daily Production Record. These logs are kept on file for a minimum of three (3) years plus the current year. Record temperatures of returned food on the Transport Return Cooling Log. This log should be kept for three (3) years plus the current year.



Colder Weather

Warmer Weather



Food and Nutrition Services

WCPS–HACCP Plan

(SOP #16)

Transporting Food to Mobile Meal and Community Sites



Purpose: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation and transport.

Scope: This procedure applies to foodservice employees who prepare or serve food for mobile distribution.

Mobile distribution refers to distribution of meals outside of a school's normal service lines. Since normal hot and cold holding equipment are not available during mobile distribution, additional procedures are implemented to ensure proper food handling and safety.

Brick ovens need to be turned on immediately upon arrival to ensure they are heated for transport.

Each central/base kitchen should fill out a Base Production Log Daily.

Each distribution site should also have a Production Log with the menu items and quantities list.

Instructions:

Meals are prepared at a central kitchen following current WCPS Standard Operating Procedures. Train foodservice staff who prepare or serve food for mobile distribution on all current WCPS SOP's.

Cold Food

1. Cold food items will be pre-packaged in a clear plastic bag and placed in coolers or insulated bags and placed into a refrigerator until time for transport. Flaps and lids must be open when stored in fridge for cold air circulation. Ice sheets or Camchiller should be placed into bags and/or coolers to ensure items stay cold during transport.
2. Cold food prep temperatures and time will be documented on the Base Production Log.
3. Cold food items will be transported in approved coolers, carriers or bags. If multiple stops will be serviced, a separate carrier should be used for each site so food remains cold for second site service.



Food and Nutrition Services

WCPS–HACCP Plan

Transporting Food to Mobile Meal and Community Sites, cont.

Hot Food

1. Hot food will be cooked according to the recipe and to the appropriate temperature for the item.
2. Cooking should be done as close to transport or service times as possible to ensure food safety and quality.
3. All hot food temperatures will be taken and recorded on the Base Production Log.
4. Hot entrées should be packaged according to the instructions provided on the menu for that item. Once packaged items should be held in barns until transport.
5. Hot vegetables should be cupped as close to transport as possible and then placed in the appropriate transport carrier. Cupped vegetables should not be placed in barns/warmers to avoid melting.
6. Hot bricks should be placed onto trays and then put into the bottom of all hot food transport carriers.
7. Hot food should be placed in transport carriers on trays or in hotel pans as close to service as possible and kept closed until service.

Transport

For mobile distribution at a central/base kitchen site:

1. All food (hot and cold) should be kept in transport carriers until right before service. Hot and cold food temperatures should be taken prior to service.

For mobile distribution outside of a central/base kitchen:

1. All vans used to transport meals for mobile distributions or mobile sites should have the following items:
 - a. A table for service
 - b. All appropriate signage including a civil rights poster
 - c. A plastic Cambro water container with hot water for handwashing
 - d. Hand soap
 - e. Single-use paper towels
 - f. A plastic Cambro water container with potable drinking water
 - g. Plastic cups with lids for potable water distribution
 - h. Thermometer

August 2023



Food and Nutrition Services

WCPS–HACCP Plan

Transporting Food to Mobile Meal and Community Sites, cont.

- i. Probe wipes
 - j. General purpose spray bottle
 - k. Sanitizer spray bottle
 - l. Folder with all paperwork- tally sheets or roster and production log
2. All transport carriers should be loaded and secured in vans prior to transport.
 3. Upon arrival to the mobile distribution site, cold and hot food temperatures should be taken and recorded on the site's production log.

Point of Service

At all meal distribution sites:

1. Set up table to place food on for pickup
2. Ensure all required signage is posted including a civil right poster
3. Keep food in carriers and coolers as long as possible to ensure food safety
4. Be sure to record meal appropriately on tally sheet or roster
5. All equipment, tables, and insides of vans should be cleaned and sanitized after service

Monitoring:

Logs will be review to ensure temperatures are being taken as appropriate. District staff will observe preparation, transport and service during reviews to ensure all procedures are being followed.

Corrective Action:

Retrain any foodservice employee found not following the procedures in this SOP.

Verification and Record Keeping:

Foodservice employees will record product name, time, the temperatures/times as prescribed, and any corrective action taken on the site's production log.

August 2023



Food and Nutrition Services

WCPS–HACCP Plan

Transporting Food to Mobile Meal and Community Sites, cont.

Foodservice Manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. All site production logs are to be kept on file for a minimum of three (3) years.



(SOP #17)

Cooling Time/Temperature Control for Safety Foods (TCS Foods)



Purpose: To prevent food borne illness by ensuring that all time/temperature control for safety (TCS) foods are cooled properly

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

Instructions:

1. Prepare and cool food in small batches.
2. Chill food rapidly using an appropriate cooling method:
 - a. Place food in pre-chilled shallow containers (no more than 2 inches deep) and loosely covered or under trays for protection on a shelf in the back of the walk-in or in a reach-in cooler that does not contain cold products (milk, salads, etc.)
3. Food may be put on rolling racks, with overhead protection (tray), alternating every other pan, front and back (or left and right) on each shelf. This allows cold air to circulate around all sides of the pans. Push the rolling cart into the refrigerator. Stir food in pans to cool quickly.
4. Place food on in pre-chilled pans or on cold pack trays and cool on table tops, loosely covered or protected from external contamination.
 - a. Stir the food in a container placed in an ice water bath.
 - b. Separate food into smaller or thinner portions.
 - c. Pre-chill ingredients and containers used for making bulk items like salads.
 - d. Use frozen ice tubes to put into hot soups and broths. Stir occasionally.
5. Chill cooked hot food: The total cooling process from 135°F to 41°F should occur within six (6) hours, as detailed below:
 - a. **135 °F to 70 °F within two (2) hours.** Take corrective action within two (2) hours.
 - b. 70 °F to 41 °F or below within four (4) hours.
6. Chill prepared, ready-to-eat foods such as tuna salad and cut melons to 41 °F or below within 2 hours. Take corrective action immediately if ready-to-eat food is not chilled to 41 °F or below within 4 hours of beginning the cooling process.

Monitoring:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.



Cooling Time/Temperature Control for Safety Foods (TCS Foods), cont.

2. Monitor temperatures of products every hour throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product.
3. Temperatures of foods from the serving line are recorded on the Daily Production Record.
4. The Advanced Food Prep Cooking and Cooling Log is utilized for all additional cooling efforts (i.e. food returning to the base kitchen and pre-production of complex recipes).

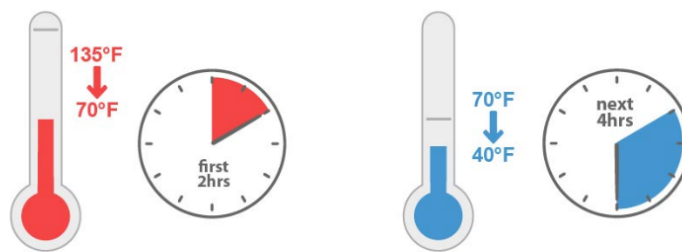
Corrective Action:

1. Reheat cooked hot food to 165 °F and start the cooling process again using a different cooling method when the food is
 - a. **Above 70 °F and 2 hours** or less into the cooling process; and
 - b. Above 41 °F and 6 hours or less into the cooling process.
2. Discard cooked hot food immediately when the food is
 - a. Above 70 °F and more than two (2) hours into the cooling process; or
 - b. Above 41 °F and more than six (6) hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and more than four (4) hours into the cooling process.

Verification and Record keeping:

Foodservice employees will record temperatures and corrective actions taken on the Daily Production Record and the Advanced Food Prep Cooking and Cooling Log, as applicable. The Regional Base Manager or Kitchen Manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Advanced Food Prep Cooking and Cooling Log each working day. The Daily Production Records and Advanced Food Prep Cooking and Cooling Logs are kept on file for a minimum of three (3) years plus the current year.

FOOD SAFETY - TWO STAGE COOLING



Food must be first cooled from 135°F to 70°F within 2 hours
Food must then be cooled to 41°F or lower within the next 4 hours



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #18)
Reheating Time/Temperature Control for Safety (TCS) Foods

Purpose: To prevent food borne illness by ensuring that all foods are reheated to the appropriate internal temperature.

Scope: This procedure applies to food service employees who prepare or serve food.

Instructions:

1. Reheat the following products to 165 °F for 15 seconds:
 - a. Any food that is cooked, cooled, and reheated for hot holding.
 - b. Leftovers reheated for hot holding. Products made from leftovers, such as soup.
 - c. Precooked, processed foods that have been previously cooled
2. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed two (2) hours.
3. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring:

1. Use a clean/dry and calibrated probe thermometer.
2. Take at least two (2) internal temperatures from each pan of food.

Corrective Action:

Continue reheating/heating food if the internal temperature does not reach the required temperature. Discard if not 165 degrees within 2 hours.

Verification and Record Keeping:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Daily Production Log. The foodservice Manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and by reviewing the Daily Production Log Daily. The Daily Production Log will be kept for three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #19) Handling a Food Recall

Purpose: To prevent food borne illness in the event of a product recall.

Scope: This procedure applies to foodservice employees who receive, prepare or serve food.

Instructions:

1. Review the food recall notice and specific instructions that have been identified in the notice.
2. Communicate the food recall notice to feeding sites.
3. Hold the recalled product using the following steps:
 - a. **Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.**
 - b. **If an item is suspected to contain the recalled product, but label information is not available, the item should be treated as a recalled item.**
4. Mark recalled product **"Do Not Use" and "Do Not Discard."** Inform the entire staff not to use the product.
5. The Food Service Supervisor or designee will inform the school district's public relations coordinator of the recalled product.
6. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice (see picture below).
7. Obtain accurate inventory and amount used.
8. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

Item Number	MPC	PACK/SZ	BRAND	DESCRIPTION	ADDITIONAL DETAILS
0135034	10000045092	2/5 LB	TYSON RED LABEL	CHICKEN, DICED .5" SEASONED BREAST MEAT RAISED-W/O- ANTIBIOTICS COOKED FROZEN BAG	Batch Date: 0891DXT10



Food and Nutrition Services

WCPS– HACCP Plan

Handling a Food Recall, cont.

Monitoring:

Foodservice employees and foodservice Manager will visually observe that school sites have segregated and secured all recalled products.

Corrective Action:

1. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
2. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
3. Consolidate the recall product as quickly as possible, but no later than thirty (30) days after the recall notification.
4. Conform to the recall notice using the following steps:
 - a. Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within ten (10) calendar days of the recall.
 - b. Obtain the necessary documents from the State Distributing Agency for USDA commodity foods, Submit necessary documentation for reimbursement of food costs.
 - c. Complete and maintain all required documentation related to the recall including:
 1. Recall notice
 2. Records of how food product was returned or destroyed
 3. Reimbursable costs
 4. Public notice and media communications
 5. Correspondence to and from the public health department and State agency

Verification and Record Keeping

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Discard Log. The foodservice Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Discard Log each day. Maintain the Discard Logs for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #20)
Storing and Using Chemicals

Purpose: To prevent food borne illness by chemical contamination.

Scope: This procedure applies to foodservice employees who use chemicals in the kitchen.

Instructions:

1. Only approved chemicals may be used in the kitchen. This includes all Weiss Bros. supplied products. A list of additional approved chemicals can be found as an appendix.
2. Safety Data Sheets are located in the dish room or chemical area.
3. Store all chemicals in any secured area away from food and food contact surfaces.
4. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
5. Refer to the product labels and FNS cheat sheets for instructions and use.
6. Use the appropriate chemical test kit to measure the concentration of the sanitizer.
7. Do not use chemical containers for storing food or water.
8. Label and store first aid supplies and medicines away from food or food contact services. Medical supplies are in the office file cabinet, or the locker room.
9. Chemicals are not permitted to be brought in from home, including bathroom supplies.

Monitoring:

Foodservice employees and foodservice Manager will visually observe that chemicals are being stored, labeled, and properly used during all hours of operation.

Corrective Action:

Discard any food contaminated by chemicals. Any unauthorized chemicals should be properly removed/discarded. All chemicals must be properly labeled and in original packaging.

Verification and Record Keeping:

The food service manager will ensure that only approved chemicals are present and will take responsibility for proper removal of unauthorized chemicals. Various levels of leadership will be visiting sites throughout the school year.



Storing and Using Chemicals, cont.

Approved WCPS Kitchen Chemicals

Weiss Bros.

Cleaning and sanitizing cleaners, to include:

- Sanitizer (Red) – sanitizes pots, pan, fixed equipment, food contact surfaces & wiping cloths (bottle, bucket, 3 compartment sink and thermometer cup)
- General Purpose (Green) – used in all areas of food processing removing grease, oils and other problem soils. Must be washed off thoroughly (Spray bottle)
- Pot & Pan Detergent (Purple) – manual cleaning of pats, pans, kettles, sheet pans and utensils (3 compartment sink and squirt bottle)
- Degreaser-Clean up heavy grease and soil. (not for everyday use only for deep cleaning and renovation)
- Disinfectant Wipes- used for disinfecting high touch/non-food contact surfaces

“Sparclean” products to include:

- High Strength Machine Detergent – for use in dish machines
- Drying Agent & Rinse Additive – for use in dish machines
- Combi Lime – for use in combi ovens
- Delimer/De-scaler – for use in dish machines

BKI Solid Sensitive Tabs Oven Cleaners at:

- Clear Spring High
- North High
- CES (Central Office)
- Western Heights Middle

Rational Care, Cleaning and Rinse Tabs at:

- Antietam Academy
- Bester
- Boonsboro High
- Clear Spring High
- Hancock Middle/High
- Jonathan Hager

Unox Combi Oven Cleaner at:

- ER Hicks
- Northern Middle
- Smithsburg High
- Western Heights Middle
- South High
- Salem Avenue
- Boonsboro Middle
- Sharpsburg
- BIFSA
- Pangborn

All Schools

- Hand sanitizer
- Thermometer probe wipes



Food and Nutrition Services

WCPS– HACCP Plan

Storing and Using Chemicals, cont.

- Whiteboard wipes (never use graffiti cleaner)
- Slicer oil

Custodial chemicals stored in WCPS kitchens must be kept in an appropriate chemical storage area (away from food and prep areas), in labeled bottles, with SDS sheets on file. Food and Nutrition Staff is NOT permitted to use custodial chemicals on any kitchen surface or piece of equipment.

At CES only:

- Urnex Rinza
- Urnex Urn & Brewer Cleaner
- Austin's Bleach
- Schaerer Coffee Pure tabs
- ACP Oven protectant
- ACP Oven Clear

Reminder – FNS staff cannot bring any chemicals from home into a WCPS kitchen



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #21)
Food Allergen Control

Purpose: To prevent allergic reactions by eliminating direct and indirect cross-contact of allergens during food preparation and serving.

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

Instructions:

The foodservice manager will be responsible for being aware of the potential allergens present in the kitchen.

Potential Allergens:

- **Milk**
- **Egg**
- **Peanuts**
- **Tree Nuts**
- **Soy**
- **Wheat**
- **Fish**
- **Shellfish**
- **Any other items listed on the allergy list for each school**

Instructions:

1. Be sure all food contact surfaces are properly sanitized before prepping any foods following the Cleaning and Sanitizing Food Contact Surfaces SOP #4.
2. Ensure that all allergen free food is stored separate from allergens prior to, during and after preparation.
3. If possible, allergen free meal preparation should be conducted first and:
 - a. Hands should be washed and gloved, refer to SOP #3.
 - b. Designated equipment, surfaces and ingredients should be used
 - c. Specially cleaned and sanitized surfaces, dishes, and utensils should be reserved
 - d. Use a barrier of foil/food wrap if necessary between the meal being prepped and the surface
 - e. Once allergen safe foods are cooked/prepped, they should be covered tightly or wrapped and separated from other foods.



Food and Nutrition Services

WCPS– HACCP Plan

Food Allergen Control, cont.

4. Avoid any direct cross contact by keeping allergen free foods from directly contacting foods that contain an allergen.
5. Avoid indirect cross contact by keeping any potentially allergen contaminated items like hands, utensils or other dishes from coming into contact with an allergen free meal.

Corrective Action:

If any mistake or deviation from this process occurs, or you suspect that allergen free food has come into contact with an allergen, the food should be discarded and the process should start over at Step 1 (Cleaning and Sanitizing Food Contact Surfaces).

Verification and Record Keeping:

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Discard Log. The foodservice Manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Discard Log each day. Maintain the Discard Logs for a minimum of three (3) years plus the current year.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #22)
Allergen Control During Meal Service

Purpose: To prevent service of known or potential allergens to students with special dietary needs or restrictions.

Scope: This procedure applies to all foodservice employees who serve meals

A food allergy is an abnormal response to a food that is triggered by the body's immune system. Reactions can be mild and cause discomfort, or can be potentially life threatening. Understanding and identification of potential allergens is important, especially when preparing and serving meals.

Understanding and Identifying Potential Allergens:

There are many food items that can be potential allergens, and it is possible for individuals to have an allergy to multiple items.

There is a list of the **BIG 8 ALLERGENS** that are responsible for 90% of all allergic reactions and are required by law to be included in labeling of products. They are:

- 1. Milk (Dairy)**
- 2. Eggs**
- 3. Fish**
- 4. Shellfish**
- 5. Tree Nuts**
- 6. Peanuts**
- 7. Wheat**
- 8. Soybeans**

Instructions:

1. If a student has an allergy that the WCPS Food Services Department has been made aware of, it will be included in the notes on the student's lunch account.

August 2023



Food and Nutrition Services

WCPS– HACCP Plan

Allergen Control During Meal Service, cont.

4. Employees will be able to compare the service line notes to the allergy key menu to determine if a food is safe for the student.

Example:

This student has multiple allergies that require use of the special diet menu that contains no dairy, wheat or eggs. Most entrees on the normal menu will not be appropriate for this student. If you look at the week 2 menu above, you can see that the student cannot have any of the listed entrees.

126215 Alt. ID Grade: 3 Start Balance: 0.00
Patrick Cave A End Balance: 0.00

EXIT Close Picture ADD PAYMENT Clear Item

A	B	C	Pizza Entree	Cold Entree
Cruncher Meal	Chicken Patty Meal	Burrito		
Grab N Go	Ata 1			
Entrée - Lunch	Special Diets	Fries		
Water 16.9oz	Gator Zero/ Propel	Car		
Water 8oz	Nestle Splash	Sp		
All Chips/ Snacks	Yogurt - Parfait	Be		
Open Misc.	Hershey-Small	Hers		

PROVIDE DAIRY, WHEAT, EGG FREE MENU, NO NUTS, SHELLFISH, NO BEANS OF ANY TYPE, NO CITRUS, TOMATOES OR PEAS
PROVIDE LACTAID WITH MEALS

OK



Food and Nutrition Services

WCPS– HACCP Plan

Allergen Control During Meal Service, cont.

5. Employees will also be able to identify less common allergens and understand what menu items should be avoided. **It is important to thoroughly read and understand ALL serving line notes before hitting “ok” to move on with the transaction.** The note must be compared to the food the student has chosen to ensure safety.

Example:

The student above cannot have peas. Even though peas are not listed on the allergy key menu, a cashier must ensure they read this note and know what items contain peas. On Monday, the Korean BBQ Chicken w/Rice has peas in the rice mixture. These are more complicated to identify, but just as important.

6. If an employee is unsure or has any questions about an allergen or menu item, they must ask for assistance from their manager.
7. The manager must check ingredient labels for any food item they have questions about. If they cannot find the appropriate label they must contact a supervisor before serving the item to a student.
8. Food service staff must always err on the side of caution when deciding whether or not a food item is safe
9. Managers must review monthly the updated allergy list for their school to ensure they are meeting the needs of each student.

It is important to remember that any food listed on the monthly allergy list is a potential allergen.

Monitoring:

The Manager or a designated person will monitor employees during service to ensure they are following the procedures in this SOP. The Manager will check to ensure all serving line notes are being read and followed before dismissing to the next screen.

Corrective Action:



Food and Nutrition Services

WCPS– HACCP Plan

Allergen Control During Meal Service, cont.

If you serve, or suspect you have served a potential allergen to a student, you must report it to your Manager immediately. Manager's must notify their supervisor of any suspected incidents. If there is a known incident, Managers must notify the school's nurse immediately and then contact your supervisor.

Verification and Record Keeping:

The foodservice Manager will verify that foodservice employees are following this policy by visually observing the employees during all hours of operation.



Food and Nutrition Services

WCPS– HACCP Plan

(SOP #23) Reporting a Foodborne Illness

Purpose: To properly handle and investigate any complaint related to a foodborne illness.

Scope: This procedure applies to all Kitchen Managers and Central Office Administrators.

Instructions:

If a foodborne illness is suspected, all suspected food must be labeled, dated and stored separately from other products in the refrigerator. Food should be marked “DO NOT USE”. Never throw away any suspect product.

1. When a complaint or concern related to a foodborne illness is received, **Kitchen Managers** will:
 - a. Indicate a concern for the individual(s) and let the person know that the complaint will be referred to **Central Office Administrators** of Food and Nutrition Services.
 - b. Contact the appropriate **Assistant Supervisor or Supervisor** immediately to notify of complaint.
 - c. If the Assistant Supervisor and Supervisor are not immediately available, gather as much information about the complaint as possible. Fill out the information on the top portion of the **Foodborne Illness Incident Report**.
2. When a complaint related to foodborne illness is received, **Central Office Administrators** will:
 - a. Talk with the individual making the complaint and get any more basic information needed to complete the **Foodborne Illness Incident Report**.
 - b. Notify the **Supervisor** of Food and Nutrition Services as soon as possible.
 - c. Remove all suspected food, label and date, and store in identified location in refrigerator. Mark clearly **“DO NOT USE”**.
 - d. Gather all original packaging to attain code numbers and batch numbers. Keep packaging if possible.
3. When a complaint related to foodborne illness is received, the **Supervisor of Food and Nutrition Services** will:
 - a. If two or more complaints are received with similar symptoms, call the local Health Department to report the situation and obtain assistance with the foodborne illness investigation.
 - b. Contact the appropriate nursing staff to assess the situation and document known facts:
 - **Reported Symptoms**
 - **Names, phone numbers and addresses of person making complaint and Time of complaint.**
 - **Names, phone numbers and addresses of students and staff affected.**
 - **Names, phone numbers and addresses of medical care provider.**



Food and Nutrition Services

WCPS– HACCP Plan

Reporting a Foodborne Illness, cont.

- c. Notify the building principal and any appropriate district personnel. Provide any pertinent information needed to answer questions.
- d. Follow up with vendor, supplier, or manufacturer if needed.
- e. Work with Communications Director and media as necessary.



Food and Nutrition Services

WCPS– HACCP Plan

FOODBORNE ILLNESS INCIDENT REPORT FORM

DATE REPORTED: _____

SITE: _____

TIME/MEAL: _____

Child's name: _____

Parent or Guardian's name: _____

Address: _____

Telephone Number: _____

Physician Contact Information: _____

Health Department Contact and Date: _____

Incident/Report Received from: _____

Incident/Report Received (date and time): _____

Reported Symptoms of affected person(s): _____

Suspected Food Item(s), Date of Service & Mfr. Product Information:

Temperature logs checked: _____ **Date logs reviewed:** _____

Staff Signature

Date



Food and Nutrition Services

WCPS– HACCP Plan

FOODBORNE ILLNESS INCIDENT REPORT FORM

Log Records for suspected food	Temperature within standard	Temperature out of standard	Corrective action noted	Comments
Cold holding equipment				
Hot holding equipment				
Cooking temperature				
Cooling Log				
Dish machine temperature				
Receiving temperature				
Other				

Reported recall of activities/situation:

Bag, label, date, and indicate current storage location of suspected food:

Results of Investigation:



Food and Nutrition Services

WCPS–HACCP Plan

(SOP #24)

Emergency Preparedness

Purpose: To prevent foodborne illness by limiting the amount of hazards that food is exposed to during an emergency situation.

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

Instructions:

- 1. Call your Assistant Supervisor immediately, in any emergency situation. Do not leave a voicemail – keep reaching out to any of the Assistant Supervisors until you speak with someone.**
- 2. Next, call your Base Manager to develop a backup plan.**
- 3. If there is an outage at the Base Kitchen, call your Assistant Supervisor or work with next closest cooking school for assistance.**

Power Outage

1. If you lose power before meal service, the Base Kitchen should be able to prepare/cook food items for service.
2. If you lose power over meal service, utilize rosters (that are printed monthly) at your cash registers to ensure we are still checking allergens.
3. Note if your fridge, freezer are powered by a generator, or not. Include time of outage, and temp of storage. Refrain from opening refrigerators/freezers while power is out.
4. Utilize cell phones to communicate with supervisors.

No Water or Boil Notice

1. If on a boil notice, you must heat water for hand washing and three compartment sinks at the Base Kitchen.
2. Transport in approved carriers/containers only.

Monitoring:

August 2023



Food and Nutrition Services

WCPS–HACCP Plan

Emergency Preparedness, cont.

Logs will be review to ensure temperatures are being taken as appropriate. District staff will observe preparation, transport and service during reviews to ensure all procedures are being followed.

Corrective Action:

Retrain any foodservice employee found not following the procedures in this SOP.

Verification and Record Keeping:

Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. All site production logs are to be kept on file for a minimum of three (3) years.



Food and Nutrition Services

WCPS–HACCP Plan

(SOP #25)

Cafeteria Table Cleaning

Purpose: To prevent foodborne illness by ensuring that all tables surfaces are properly cleaned and sanitized.

Scope: This procedure applies to foodservice employees who are responsible for table cleaning.

Instructions:

If there is not sufficient time to air dry, or students are present, the **RED Sanitizer Bucket must be used.**

To **Sanitize** tables:

- Remove all food particles.
- Sanitize surface using **RED Sanitizer Bucket** and linen and allow to air dry.
- Place soiled linen in **YELLOW soiled linen bucket**.
- Change solution after each lunch shift or when visible dirty.

At the end of the day, when students (or food) are not present.

- If tables are extremely soiled, use **GREEN General Purpose** to clean:
 - Remove all food particles.
 - Wash surface with **GREEN General Purpose** (only when food is not present)
 - Rinse surface with clean water.
 - Sanitize surface using **RED Sanitizer Bottle** and allow to air dry.
- Custodians are the only ones permitted to use disinfectant on the tables.

Monitoring:

Logs will be reviewed to ensure sanitizer bottles and buckets are at least 200ppm.

Corrective Action:

Retrain any foodservice employee found not following the procedures in this SOP.

Verification and Record Keeping:

August 2023



Cafeteria Table Cleaning Procedures, cont.

Foodservice manager will verify that foodservice employees have tested sanitizer solution. All site production logs are to be kept on file for a minimum of three (3) years.



Food and Nutrition Services

Using Locally Sourced Products

WCPS- HACCP Plan

Summary of Corrective Actions for HACCP-Based SOPs

SOP	Corrective Action
Employee Health	The Manager will contact their Assistant Supervisor and the affected employee will be excluded from the operation. Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.
Personal Hygiene	Any foodservice employee found not following this procedure will be retrained at the time of the incident. Affected food will be discarded.
Washing Hands & Proper Glove Use	Employees that are observed not washing their hands or changing gloves at the appropriate times or not following the proper procedure will be asked to wash their hands immediately. Employee will be retrained to ensure proper hand washing and glove use procedure.
Cleaning and Sanitizing Food Contact Surfaces	<p>Wash, rinse, and sanitize dirty food contact surfaces, or surfaces that have not been properly sanitized. Discard food that comes in contact with surfaces that have not been sanitized properly.</p> <p><u>In a 3 compartment sink daily:</u></p> <ol style="list-style-type: none"> 1.Drain and refill compartments periodically and as needed to keep the water clean 2.For the first compartment, drain, then add warm water (75°-110°F) to marked "Wash" line. Add Pot and Pan Detergent. 3.Adjust the water temperature in second compartment, if needed, by adding hot water until the desired temperature is reached. 4.For the third compartment, drain, then add warm water to marked "Sanitize" line. Add sanitizer. The sanitizer will test at 200 ppm using test strips. Sanitizer is effective from 150-400 ppm. <p><u>In a dish machine:</u></p> <ol style="list-style-type: none"> 1.Drain and refill the machine periodically and as needed to keep the water clean. 2.Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. 3.Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.

<p>Receiving Deliveries</p>	<p>Reject the Following (clearly mark rejected items so they are not used)</p> <ol style="list-style-type: none"> 1. Frozen Foods with signs of previous thawing 2. Cans that have signs of deterioration-swollen sides or ends, flawed seals or seams, dents, or rust. 3. Punctured packages. 4. Expired foods. 5. Foods that are out of safe temperature zone. 6. Soiled or stained packaging
<p>Preventing Cross-Contamination During Storage and Preparation</p>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee not following the procedures in this SOP. 2. Separate foods found improperly stored. 3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.
<p>Calibrating, Cleaning and Using Thermometers</p>	<p>Calibration Corrective Action:</p> <ol style="list-style-type: none"> 1. Retrain any food service employee found not following this procedure in this SOP. 2. Digital thermometers must be checked weekly with a stem thermometer. 3. For an inaccurate, digital thermometer change the battery and recheck. If still inaccurate, take out of use immediately and dispose of the thermometer. 4. For an inaccurate, bimetallic, dial-faced thermometer, adjust the sepulture by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. If it cannot be adjusted, take out of use immediately and dispose of thermometer. <p>Cleaning Corrective Action :</p> <ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Any thermometers that is observed to be dirty or that has been used to take a temperature will be cleaned before the next use. <p>Using Thermometers Corrective Actions:</p> <p>The foodservice Manager will retrain any employee found not following the procedures in this SOP.</p>
<p>Controlling Time and Temperature During Preparation</p>	<ol style="list-style-type: none"> 1. Begin the cooling process immediately after preparation is complete for any foods that will be served hot. 2. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 3. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. 4. Discard food that does not meet requirements of SOP #17.
<p>Washing Fruits and Vegetables</p>	<p>Unwashed fruits and vegetables will be removed from service and washed immediately before being served. Unlabeled fresh cut items will be labeled.</p>

<p>Using Suitable Utensils When Handling and Serving Food</p>	<p>Employees observed not following any of the instruction in the procedure will be retrained at the time of the incident. Any improperly handled food, plates, or utensils will be discarded.</p>
<p>Date Marking Ready-to-eat Time/Temperature Control for Safety (TCS) Foods</p>	<p>Foods that are not date marked or that exceed the 7-day time period will be discarded.</p>
<p>Cooking Time/Temperature Control for Safety (TCS) Foods</p>	<p>Continue cooking food until the internal temperature reaches the required temperature. For non-cooking schools, refer to Danger Zone for Non-Cooking Satellite Schools SOP #16.</p>
<p>Heating Non-Time/Temperature Control for Safety (Non-TCS) Foods</p>	<ol style="list-style-type: none"> 1. Continue heating food until the internal temperature reaches the required temperature. 2. Food not reaching 135°F within two (2) hours must be placed in an oven until the internal temperature reaches 135°F.
<p>Holding Hot and Cold Time/Temperature Control for Safety Foods</p>	<p>For Hot Foods:</p> <ol style="list-style-type: none"> 1. Reheat the food to 165°F 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 two (2) hours. 2. Discard the food if it cannot be determined how long the food temperature was below 135°F. 3. Discard leftovers that are found to be below 135°F and are not reheated. 4. Once food is re-heated, discard. <p>For Cold Foods:</p> <ol style="list-style-type: none"> 1. 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 lower and taken within the last two (2) hours. Refer to the cooling TCS Foods SOP #17. 2. Discard the food if it cannot be determined how long the food temperature was above 41°F.

<p>Transporting Food to Remote Sites (Satellite Kitchens)</p>	<p>1. If hot food is found to be in the danger zone at any time the Kitchen Manager must call the base kitchen and provide them with the last good time and temperature for the product. Base manager will determine if the product can be served and provide further direction.</p> <p>***Regional Base Manager: Determine if the product in question can be served by calculating the amount of time the product will be in the danger zone before the end of service. If the product will be served within two (2) hours of the last good (non-danger zone temp) then you will allow the Kitchen Manager to serve the product, Discard leftovers, and document corrective action on temperature log. If the time exceeds two (2) hours you must call the Assistant Supervisor for further direction.</p> <p>Hot food found in the danger zone must be re-heated to 165°F or cooled immediately if you are saving leftovers for future use.</p> <p>2. Continue heating or chilling food carrier if the proper air temperature is not reached.</p> <p>3. Reheat food to 165°F if the internal temperature of hot food is less the 135°F upon arrival to the satellite location.</p> <p>4. Cool foods to 41°F or below using proper cooling procedure if the internal temperature of cold food is greater than 41°F upon arrival at the satellite location.</p> <p>5. Discard foods held in the danger zone for greater than four hours(4).</p>
<p>Transporting Food to Mobile Meal and Community Sites</p>	<p>Retrain any food service employee found not following the procedures in this SOP.</p>
<p>Cooling Time/Temperature Control for Safety Foods (TCS Foods)</p>	<p>1. Reheat cooked hot food to 165°F and start the cooling process again using different cooling method when the food is</p> <p>*** Above 70°F and 2 hours or less into the cooling process</p> <p>*** Above 41°F and 6 hours or less into the cooling process</p> <p>2. Discard cooked hot food immediately when food is</p> <p>*** Above 70°F and more than 2 hours into the cooling process</p> <p>*** Above 41°F and more than 6 hours into the cooling process</p> <p>3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41°F and more than 4 hours into the cooling process.</p>
<p>Reheating Time/Temperature Control for Safety (TCS) Foods</p>	<p>Continue reheating/heating food if the internal temperature does not reach the required temperature. Discard if not 165°F within 2 hours.</p>

<p><i>Handling a Food Recall</i></p>	<ol style="list-style-type: none"> 1. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 2. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 3. Consolidate the recall product as quickly as possible, but no later than thirty (30) days after the recall notification. 4. Conform to the recall following the steps in this SOP.
<p><i>Storing and Using Chemicals</i></p>	<p>Discard and food contaminated by chemicals. Any unauthorized chemicals should be properly removed/discarded. All Chemicals must be properly labeled and in original packaging.</p>
<p><i>Food Allergen Control</i></p>	<p>If any mistake or deviation from this process occurs, or you suspect the allergen free food has come into contact with an allergen, the food should be discarded and the process should start over at Step 1 (Cleaning and Sanitizing Food Contact Surfaces).</p>
<p><i>Allergen Control During Meal Service</i></p>	<p>If you serve, or suspect you have served a potential allergen to a student, you must report it to your Manager immediately. Manager's must notify their supervisor of any suspected incidents. If there is a known incident, Managers must notify the school's nurse immediately and then contact your supervisor.</p>
<p><i>Reporting a Foodborne Illness</i></p>	<p>Follow proper steps in this SOP.</p>
<p><i>Emergency Preparedness</i></p>	<p>Retrain any food service employee found not following the procedures in this SOP.</p>

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Monitoring

Manager Responsibilities:

1. The food service manager will be responsible for ensuring assigned food service staff are properly monitoring control measures and CCPs at the required frequency and are documenting required records.
2. The manager will also be responsible for monitoring the overall performance of standard operating procedures. (Specific details regarding monitoring are addressed in each SOP)
3. Monitoring will be a constant consideration. However the manager will use the Daily Production Record and other forms to monitor food safety on a regular basis.

Food Service Staff Responsibilities:

1. Food service staff is responsible for monitoring individual critical control points (CCPS) in the handling and preparation of food.
2. Food service staff is responsible for monitoring control points as defined in the SOPs

In addition to the foodservice manager visually observing this daily, various levels of leadership will be visiting sites throughout the school year.



Food and Nutrition Services

WCPS– HACCP Plan

Record Keeping

Documentation (Records)

Documentation Schedule

Food Production Records

Daily Production Record	Daily (and initialed by manager)
Transport Return Cooling Log	Daily
Advanced Food Prep Cooking and Cooling Log	Daily (as necessary)
Discard Log	Daily (as necessary)

Equipment Temperature Records

Receiving Log	Each delivery
Sanitizer Calibration Log	Daily/Weekly
Storage Temp Log	Daily
Dishroom Log	Daily/Weekly

Training Logs

On-going

Corrective Action Records

As necessary

Staff Responsibility:

All foodservice staff will be held responsible for record keeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

Record keeping Procedure:

1. All pertinent information on CCP, time, temperature, and corrective actions will be kept in the kitchen for ease of use.
2. All applicable forms for daily records will be replaced on a weekly basis or sooner, if necessary.
3. In the case of weekly records, replacement of forms will be on a monthly basis.
4. All completed forms will be filed in the Managers office for the current year. Upon closing out the year, the forms will be boxed with the end of year material.
5. The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
6. The food service manager with administration's support is responsible for educating all food service personnel on the use and importance of recording critical information.




Food and Nutrition Services

WCPS– HACCP Plan

Storage Temp Log

Monthly Storage Temp Log

School / Month &																									
Unit:		AM				PM				AM				PM				AM				PM			
Date	Mgr.	Temp	Time	Initials	Temp	Time	Initials	CA	Temp	Time	Initials	Temp	Time	Initials	CA	Temp	Time	Initials	Temp	Time	Initials	CA			
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Corrective Actions: Service Call (SC), Out of Service (OOS)



Food and Nutrition Services

WCPS– HACCP Plan

Glossary

Allergen: a type of antigen that produces an abnormally vigorous immune response in which the immune system fights off a perceived threat that would otherwise be harmless to the body.

Approved Source: An acceptable supplier to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

CCP: Critical Control Point

Contamination: The unintended presence in food of potentially harmful substances, including micro-organisms, chemicals, and physical objects.

Control Measure: Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measures determined to be essential for food safety are applied at critical control points in the flow of food.

Corrective Action: An activity that is taken by a person whenever a critical limit is not met.

Critical Control Point (CCP): An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

Critical Limit: One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

Cross-Contact: The transfer of proteins, that can be potential allergens, from one food to another or from a food to another surface by hands, food contact surfaces, utensils or direct contact with other foods.

Cross-Contamination: The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned.

Danger Zone: The temperature range between 5 degrees C (41 F) and 57 degrees C (135 F) that favors the growth of pathogenic micro-organisms.

Exclude: To prevent a person from working as a food employee or entering a food establishment except for those areas open to the general public.



Food and Nutrition Services

WCPS– HACCP Plan

Food: raw, cooked, or processed edible substance, ice, beverage, chewing gum or ingredient used or intended for use or for sale in whole or in part for human consumption.

Food Preparation Process: A series of operational steps conducted to produce a food ready to be consumed.

Foodborne illness: A sickness resulting from the consumption of foods or beverages contaminated with disease causing micro-organisms, chemicals, or other harmful substances.

Foodborne outbreak: The occurrence of two or more cases of a similar illness resulting from the ingestion of a common food.

HACCP: Hazard Analysis and Critical Control Point.

HACCP Plan: A written document that is based on the principles of HACCP and describes the procedures to be followed to ensure the control of a specific process or procedure.

Hazard: A biological, physical, or chemical property that may cause a food to be unsafe for human consumption.

Hazard analysis and Critical control point (HACCP): A prevention based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

Internal Temperatures: The temperature of the internal portion of a food product.

Micro Organism: A form of life that can be seen only under the microscope: including bacteria, viruses, yeast, and single celled animals

Monitoring: The act of observing and making measurements to help determine if critical limits are being met and maintained.

NSLP: National School Lunch Program.

Operational step: An activity or stage in the flow of food through a food establishment, such as receiving, storage, preparation, cooking, etc.

Pathogen: A micro-organism (bacteria, parasites, virus, or fungi) that causes diseases in humans.

Personal Hygiene: Individual cleanliness and habits.

Process Approach: A method of categorizing food operations into one of three categories



Food and Nutrition Services

WCPS– HACCP Plan

- a. Process 1: Food preparation with no cook step, wherein ready-to-eat food is received, stored, prepared, held and served
- b. Process 2: Food preparation for same day service wherein food is received, stored, prepped, cooked, hot held and served.
- c. Process 3: Complex food preparation wherein food is received, stored, prepped, cooked, cooled, reheated, hot held and served.

Record: A documentation of monitoring observations and verification activities.

Regulatory Authority: A Federal, State or Local enforcement body or authorized representative having jurisdiction over the food service establishment.

Risk: An estimate of the likely occurrence of a hazard.

Risk Factor: One of the factors identified by the Centers for Disease Control and Prevention (CDC) as contributors to the foodborne outbreaks that have investigated and confirmed. The factors are unsafe sources, inadequate cooking, improper holding, contaminated equipment, and poor personal hygiene.

SFA: School Food Authority

SOP: Standard Operating Procedure

Standard Operating Procedure: A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

Temperature Measuring Device: A thermometer, thermocouple, thermistor, or other device for measuring the temperature of food, air, or water.

Time/Temperature Control for Safety (TCS) Foods: A food that is natural or synthetic and that requires temperature control because it is capable of supporting:

- a. The rapid and progressive growth of infectious or toxigenic micro-organisms
- b. The growth and toxin production of *Clostridium botulinum* or in raw eggs, the growth of *Salmonella enteritidis*, and includes foods of animal origin that are raw or heat-treated; foods of plant origin that are heat-treated or consists of raw sprouts, cut melons, and garlic in oil mixtures that are not acidified or otherwise modified at a processing plant in a way that results in mixtures that do not support growth of pathogenic micro-organisms as described above.