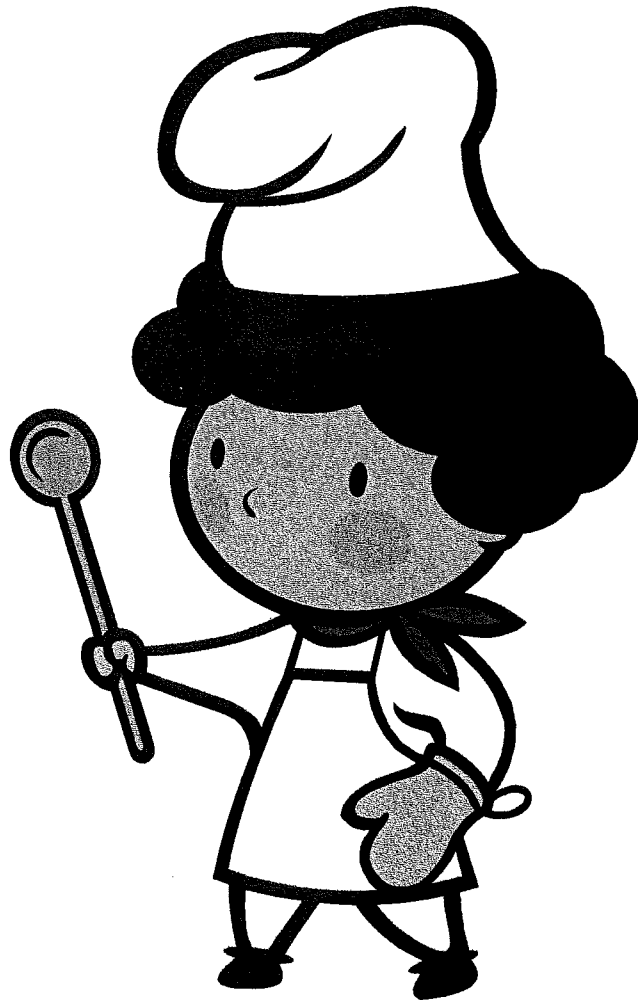


HACCP PROCEDURES



Allegany-Limestone Central School
3131 Five Mile Road
Allegany, NY 14706

The goal of the Allegany-Limestone Food Service Department is to provide nutritious and safe food for the students it serves. Food safety is a critical component of the food services program.

Standard Operating Procedure (SOP's) specifies general practices that when followed, address the food preparation environment. SOP's specific to ALCSFSD describe activities necessary to meet provisions of the Federal USDA Code and compliance with the NY State Child Nutrition Policies. The major goals in establishing SOP's are to:

1. Protect food from contamination by physical, chemical and microbial hazards.
2. Control microbial growth that can result from temperature abuse during the food process.
3. Ensure proper maintenance of food service equipment.

The primary causes of food borne illness in commercial establishments are:

1. Improper cooling
2. Improper re-heating
3. Infected and/or unsanitary food handlers
4. Inadequate cooking
5. Improper storage

With this in mind ALCS FSD, Standard Operating Procedures for Nutrition Services are outlined in the following pages:

Food handlers shall be responsible for practicing, recording, monitoring and evaluating the SOP's pertinent to their job duties. SOP's lay the foundation for on-going food safety training of food service employees in the Allegany-Limestone School District. With SOP's in place, a greater emphasis can be put on applying food safety program such as Hazard Analysis Critical Control Points (HACCP)

Purchasing

Prerequisite

The Food Service Director will use Approved, reputable vendors who are committed to HACCP procedures when handling food in their facility

Layout Analysis

Analyze blueprints. Set up food preparation areas so there is a continuous flow of product without any crossovers between clean and dirty process.

Make sure building meets health and safety standards.

Personal Hygiene

- A. Any signs or symptoms of illness (for example cold or diarrhea) should be reported to the cafeteria lead person. He/she will assign non-food related duties or sick leave.
- B. All employees shall wash their hands (including under the fingernails) up to their elbows thoroughly with soap and hot water for a minimum of 20 seconds.
 - 1. Immediately before preparing food or handling food equipment
 - 2. As often as necessary during food preparation when contamination occurs
 - 3. In the restrooms after toilet use.
 - 4. When switching between working with raw foods and when working with ready to eat or cooked foods.
 - 5. After touching face, nose, hair, or any other body part, and after sneezing or coughing.
 - 6. After cleaning duties
 - 7. After smoking, eating or drinking.
- C. Employees with any cuts, sores, rashes, lesions, or artificial nails shall wear disposable plastic gloves.
- D. When worn, gloves shall be changed as often as hand washing is required.
- E. Fingernails shall be clean, short and neatly trimmed without nail polish/
- F. Dangling or loose jewelry shall not be worn by food service employees.
- G. Proper Attire:
 - 1. Wear clean and neat garments
 - 2. Wear school colors (aprons will be provided by district)
 - 3. Take apron off before using the restroom.
 - 4. Wear comfortable, closed toe, leather type and low-heeled shoes. (Sneakers are allowed)(No flip flops, sandals or open toed shoes are allowed)
- H. Hair shall be pulled back away from the face and restrained and off the shoulders.
- I. No smoking and tobacco chewing shall occur inside food facilities or on district ground or in district vehicles.
- J. No eating or gum chewing during food preparation or serving.
- K. Your lunch is at a specific time after you have completed your tasks.

Time and Temperature Control Procedures

- A. The range of temperatures in which bacteria multiply rapidly is called the "Danger Zone". It is 41 degrees F or 145 degrees F
- B. Food should be kept either below 41 degrees F or above 145 degrees F
- C. How to Measure the Temperature of Food:
 - 1. Calibrate thermometers in ice water to 32 degrees F
 - 2. Insert end of a clean thermometer into the thickest part.
 - 3. Make sure the tip of the thermometer does not poke through the food.
 - 4. Measure temperature for at least 15 seconds.
 - 5. Read thermometer and record temperature.
 - 6. Sanitize thermometer and store in protective cover in an easy to reach location.

Receiving

- A. All foods shall come from approved sources.
- B. Check temperature of foods upon delivery and record temperatures on receiving log or transport sheet
- C. Frozen foods should be delivered in the solid frozen state.
- D. Reject any food that has been partially thawed
- E. Store frozen items in the freezer immediately upon delivery.
- F. Store cold delivered items in refrigerator at 40 degrees or below.
- G. Reject any canned goods that appear damaged (bulging or dented)
- H. Reject any foods that appear to be spoiled.

Transport

- A. Cold food shall be transported to alternate feeding areas, in approved carriers supplied by the district.
- B. These carriers shall be cleaned and sanitized after each use.
- C. Hot foods shall be transported to alternate feeding areas, in appropriate carriers that maintain a temperature of 140 degrees or above.
- D. Internal food temperatures shall be taken and recorded onto the transport sheets when the food leaves the central kitchen and when it arrives at the satellite kitchen.
- E. Any hot food that is delivered below 140 degrees shall be reheated to an internal temperature of 165 degrees.

Reheating

- A. Reheating shall be done in the oven; hot holding units shall not be used for reheating.
- B. All leftovers (school made and commercially processed foods) shall be reheated to an internal temperature of at least 165 degrees prior to serving and holding. Record temperatures.
- C. Reheat food only once to maintain product quality. Discard any food that is left.

Cooling

- A. After cooking or hot holding, food shall be cooled from 140 to 70 degrees within 2 hours and from 70 to 41 within 4 hours.
- B. Foods prepared at room temperature shall be cooled to 41 degrees in 4 hours
- C. Rapid cooling of food shall be completed by one or more of the following methods:
 - 1. Separate the food into thinner or smaller portions (e.g. 2 “ pans)
 - 2. Loosely cover pans of food.
 - 3. Insert food into an ice bath in pans and stir frequently.

Holding

- A. Hot foods shall be held and served at an internal temperature of 140 degrees or above
- B. Cold foods shall be held and served at an internal temperature of 41 degrees or below.

Cooking

- A. Meats poultry and fish shall be cooked to an internal temperature of:
 - 1. Left overs = 165 degrees F for 15 seconds
 - 2. Chicken (from raw)= 165 degrees F for 15 seconds
 - 3. Ground Beef = 165 degrees F for 15 seconds
 - 4 Ground Pork = 155 degrees F for 15 seconds
 - 5. Egg = 145 degrees F for 15 seconds
 - 6. Vegetables = 140 degrees F for 15 seconds
 - 7. Ready to Eat Food = 140 degrees F for 15 seconds
(Commercially processed)

Food Preparation and Handling

- A. Food handlers must thoroughly wash their hands and nails for 20 seconds with warm soapy water before handling food. Wash hands in hand sink specifically for hand washing. Dry hands with single use towel or air dryer.
- B. Thaw all frozen foods in the refrigerator.
- C. **DO NOT** thaw on the counter or shelf at room temperature.
- D. Thawed foods shall not be refrozen unless cooked or processed.
- E. Preparation of food at room temperature shall not exceed 2 ours without a return to the refrigerator. **TOTAL** preparation of food at room temperature shall not exceed 4 hours.
- F. Prepare raw products away from other products.
- G. Clean and sanitize all surfaces, cutting boards, and utensils that have been used in the preparation of raw meats, poultry, and fish prior to using for fruits, vegetables and ready to eat foods. Sanitizing solution: 1 Tbsp and 1 Tsp of bleach per gallon of water.
- H. Wear plastic gloves when handling food to avoid direct contact with foods. Replace gloves when they become soiled and when changing tasks.

Storing

- A. Refrigerators must maintain food's internal temperature at or below 41 degrees F
- B. Freezers must keep food frozen
- C. Foods must be labeled, dated and rotated on a First in, First Out (FIFO) basis
- D. Store raw meat, poultry, and fish on the lowest shelf, separate from cooked or ready to eat foods.
- E. **NEVER** store food items near chemicals and cleaning supplies
- F. Food items should be stored on shelves 6" from the floor.
- G. Maintain dry storage temperature between 50 degrees F and 70 degrees F.
- H. Dry storage areas must be clean and free from insects and rodents
- I. Toxic chemicals should be stored in original containers with proper labels separate from food supplies.

Record Keeping

- A. The internal temperature of foods cooked and served should be taken and recorded daily on the cook's temperature log. These logs are kept on file in the kitchen.
- B. The truck drivers shall document time of food delivery on delivery logs
- C. Temperatures of delivered foods should be recorded on the transport sheets for Head Start and Pre K building.
- D. Temperatures of refrigeration and freezer units shall be recorded daily on unit temperature logs. These must be kept with production records for one year.
- E. If you misplace your thermometer, call the Cafeteria Manager to request a new one: at extension 3026

Equipment

- A. Hand washing facilities are located in food preparation and food dispensing areas and inside bathroom facilities and are equipped with liquid soap and disposable towels at all time.
- B. All food equipment and temperature measuring devices shall be maintained and calibrated regularly.
- C. Toilet facilities are maintained properly
- D. Adequate, potable supplies of hot (120 degrees) and cold (70 degrees F) running water shall be provided at all sinks
- E. Water shall be protected from the risk of back siphonage.
- F. All food waste and rubbish shall be enclosed in rodent insect- proof containers with tight fitting lids.
- G. Food service operations must cease when hot water is absent, or when sewage or wastewater cannot be properly disposed.

Dishwashing- Manual and Machine

A. Manual Dishwashing (2 compartment sink)

- 1. Scrape items before washing
- 2. Wash items in the first sink in a detergent solution at least 110 F
- 3. Rinse with 120° F water into the wash sink.
- 4. Sanitize in the second sink using chlorine solution of 2 oz (4 Tbsp) per 3 gallons of water at 75 degrees F. for 1 minute.
- 5. Air dry all items.

(Check concentration of sanitizing solution at regular intervals with a test strip)

B. Manual dishwashing (3 compartment sink)

- 1. Scrape all items before washing.
- 2. Wash items in first sink in detergent solution at least 110 degrees F.
- 3. Rinse with 120 degree F water in second sink.
- 4. Sanitize on the third sink using chlorine solution of 2 oz per 3 gallons of water at 75 degrees F for 1 minute
- 5. Air dry all items.

C. Machine Pot Washing

- 1. Turn dishwasher on and preheat to 150 degrees F.
- 2. Check automatic dispensers for both detergent and sanitizing solutions.
- 3. Scrape and rinse all items before placing in machine.
- 4. Load the dishwashing racks. Avoid overloading
- 5. Place rack in machine and close door. Check that the wash cycle is maintaining 150 degrees F and runs for a minimum of 2 minutes.
- 6. Final rinse temperature should be 180 degrees F for 15 seconds and the minimum water pressure should be at 20 psi.
- 7. Remove dishes and let air dry.

Food borne Illness

- A. Follow these steps in the event of a suspect food borne illness outbreak:
1. Students with symptoms shall be released from school to get necessary medical attention.
 2. Remove food from service and store it in the refrigerator- mark with "DO NOT EAT" and date it.
 3. Call the cafeteria Manager to report the suspected outbreak.
 4. The Cafeteria Manager will call the Health Department for assistance in the investigation.
 5. The cafeteria manager will call the school district Nurse to be on the scene to assess and document:
 - a. Symptoms
 - b. Names, phone numbers and addressees of students and staff affected.
 - c. Physician's names and phone numbers.
 6. The school district will assign one (1) spokesperson (The Superintendent or his / her designee) through whom information is communicated with the Health Department and Media.
 7. Complete Form for Suspected Food borne Illness on next page.

Foreign Object Found in Food

- A. If a foreign object is found in a food product :
1. Save the object and the box or bag in which it came.
 2. Replace with a new food product to consumer.
 3. Report it to the Cafeteria manager ASAP.
 4. Cafeteria Manager will call company where it was purchased.

PRELIMINARY FOODBORNE INVESTIGATION

Name of person who became ill _____ Location/Site _____

Address _____ City _____ Zip _____ Phone _____

Callers Name _____ Address _____ Zip _____ Phone _____

Suspected food eaten _____ Date of incident _____ Time _____

Onset date of symptoms _____ Was a doctor seen? YES or NO. Please explain Diagnosis/Results:

_____, COPIES OF
TEST COMPLETED AND RESULTS WOULD BE APPRECIATED.

Clinic Name _____ Doctor Name _____

Address _____ City _____ Zip _____ Phone _____

SYMPTOMS

Vomiting: #of days _____ #of times _____ Diarrhea: #of days _____ #of times _____
(Circle if applicable: Bloody, Explosive, Watery)

Please indicate by noting Y for Yes and N for No, if any of the following symptoms occurred:

Fever _____ Chills _____ Cramps _____ Cough _____ Itching _____ Headache _____ Rash _____

Perspiration _____ Nausea _____ Muscle Ache _____ Dizziness _____ Numbness _____ Double Vision _____

FOOD HISTORY

List all foods consumed at restaurants or from caterers:

First 24 hours of date meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Second 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Third 24 hours of meal consumed:

Dinner _____ Where _____ Time _____

Lunch _____ Where _____ Time _____

Breakfast _____ Where _____ Time _____

Was the food bought from the hot lunch line or snack bar? _____

Are there any other ill individuals that you are aware of with the same symptoms? including pets) Explain:

Please note anything unusual noticed about the meal (such as taste, temp....) _____

PRELIMINARY FOODBORNE INVESTIGATION

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