

2025 ISBE School Nutrition Training

Food Safety & HACCP

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**CHILD NUTRITION
PROGRAMS**

 **ILLINOIS**
STATE BOARD OF
EDUCATION

Who Do You Serve?



Five months ago, on this day, in January...
January 16, 2025, Illinois schools served 419,420 breakfasts and 900,358 lunches.

Tiny Tummmies, Big Risks

- Young students are more at risk for foodborne illnesses
 - Developing immune systems
 - Lower body weights
 - Less than ideal hygiene habits



One in six
Americans to get sick
(roughly 48 million people)



128,000
Americans to be
hospitalized



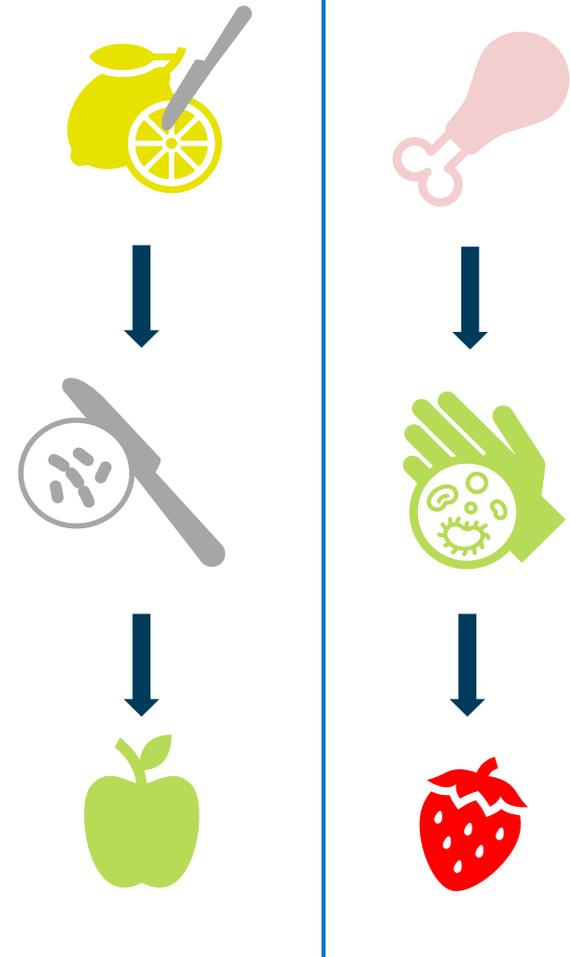
3,000
Americans to die



Half of the reported cases of foodborne illnesses occur in children
under 15 years of age.

How Germs Travel

- The transfer of microorganisms from one food, food contact surface, or food service worker to another
- Contamination can also occur due to physical, chemical, and/or biological contaminants



Most Common Foodborne Pathogens



Norovirus – Virus



Campylobacter – Bacteria



Salmonella – Bacteria



Clostridium Perfringens – Bacteria



Shiga toxin production Escherichia coli (STEC) – Bacteria

All produce similar symptoms such as nausea, diarrhea, vomiting and fever.

Physical Contaminants

Not Always Dangerous, Always Disgusting

Objects inadvertently end up in food

May not always cause illness, but could cause physical injury



Hair



Plastic Packaging



Twist Ties



Fingernails



Jewelry

Chemical Hazards

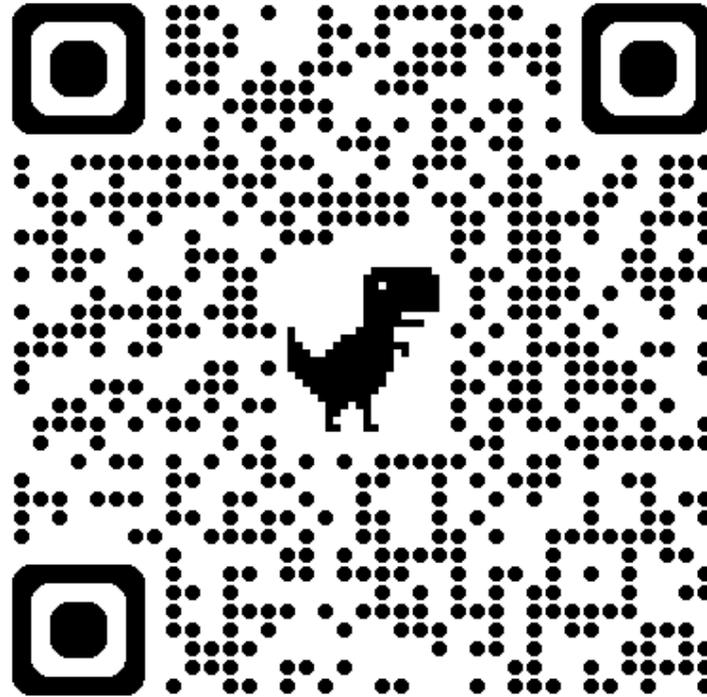
- Cleaners
- Sanitizers
- Pesticides
- Degreasers



Training Staff to Keep School Kitchens Safe

- Food Handling Regulation Enforcement Act (410 ILCS 625)
 - At least one Certified Food Protection Manager (CFPM) present during operating hours
 - Obtain certification via a CFPM course or ServSafe course.
 - ALL food service employees/food handlers must complete food handler training.

Food Handler Training



Health & Food Safety Inspections

- Two food safety inspections per school year.
 - If both inspections NOT received, schools must contact the local health department to request an inspection.

Date:

To: _____ (Name of County Health Department)

Thank you for your assistance with our food safety plan that helps ensure safe food for the students of our district. As you know, section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act regarding at least two food safety inspections at each school participating in the National School Lunch or School Breakfast Programs.

As of the date of this letter, _____ (Name of School) located at _____ (Address) has not received the required two food safety inspections. Therefore, we respectfully request you conduct such inspection at your convenience, but no later than _____ (Last Serving Day).

Thank you for your consideration of this request. If you have any questions, please contact me at _____ (Telephone Number) or via electronic mail at _____ (Email Address).

Sincerely,

Name
Position

Food Safety Plan Requirement

- Based on HACCP principles.
- Must be consistent with USDA guidance.
- Must include any facility and/or part of a facility where food is stored, prepared or served.



Today's Goals!



Learn the steps to building a food safety plan.



Understand HACCP and incorporate standard operating procedures (SOPs) into your food safety plan.

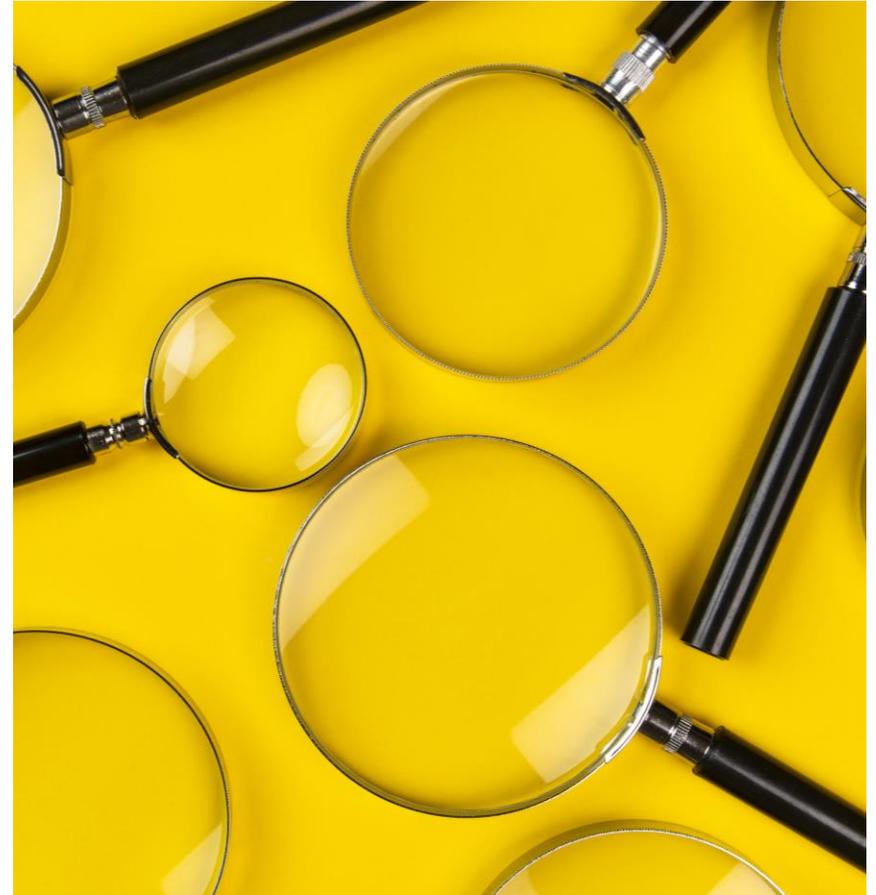


Find tools and resources to assist you with enforcement and monitoring of your food safety plan.

Crack the Code

What does HACCP stand for?

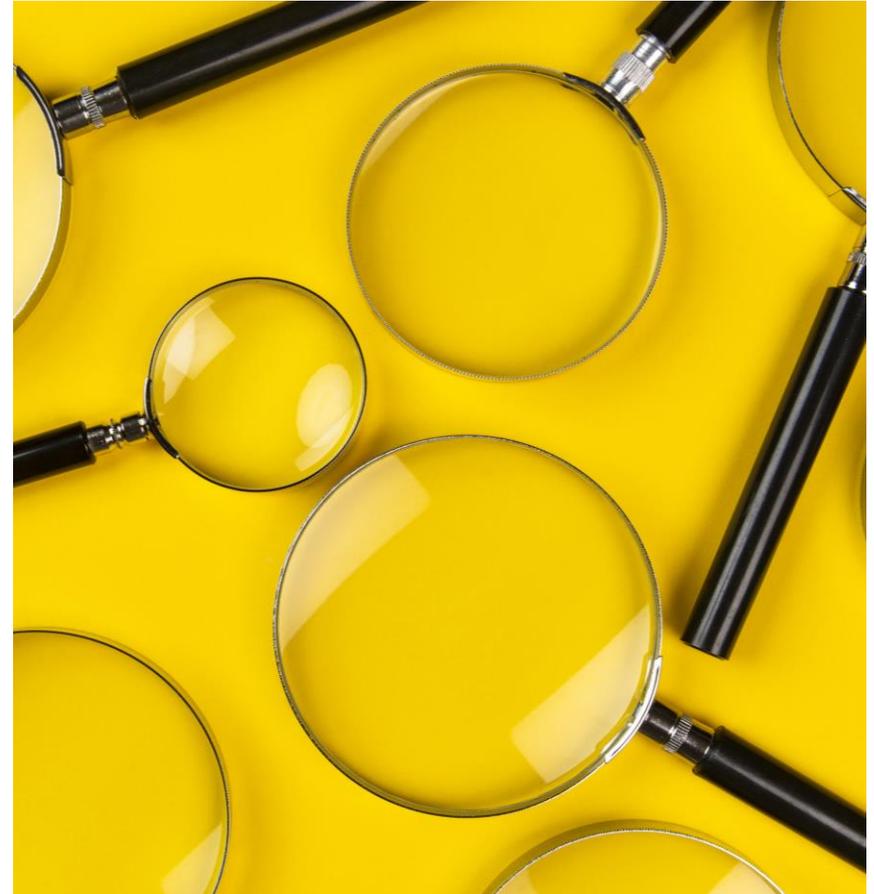
- H _____
- A _____
and
- C _____
- C _____
- P _____



Crack the Code

What does HACCP stand for?

- Hazard
- Analysis
and
- Critical
- Control
- Point



Breaking HACCP Down

Hazard Analysis:
Review your operation to find where problems might occur.

Control Measures:
Steps to reduce risk of contamination, i.e. handwashing.

Critical Control Point:
Threshold for ensuring food safety, i.e. cooking chicken to 165 degrees F.

Hazard Analysis and Critical Control Point

Other Food Safety Plan Terms

Process Approach

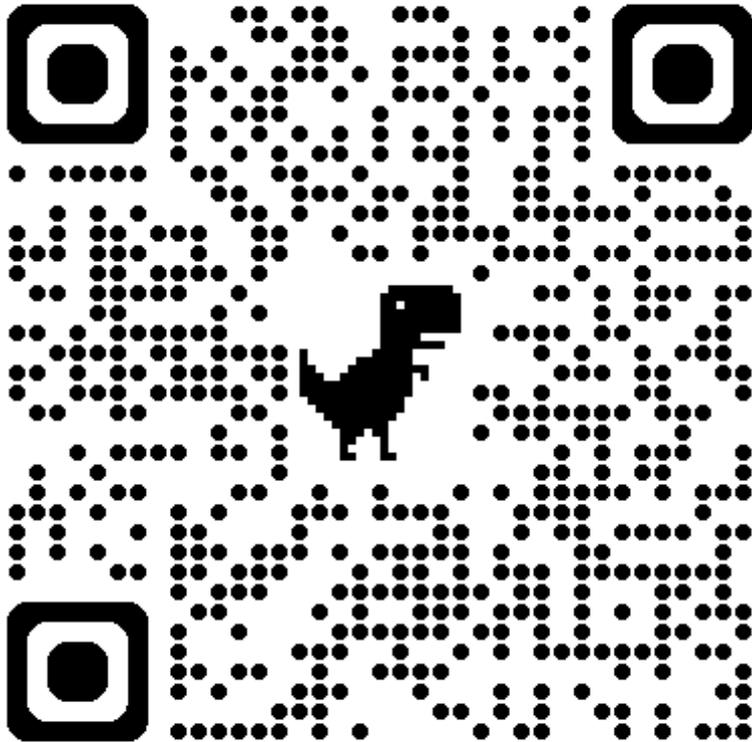


- Group menu items into one of three processes
- Process 1 | 2 | 3 depending on number of times food goes through the temperature danger zone

Standard Operating Procedure (SOP)



- Written Instruction
- Every Task
- Consistency
- Training Resource



**Guidance for School Food Authorities:
Developing a School Food Safety
Program Based on the Process
Approach to HACCP Principles**



**United States Department of
Agriculture**

Food and Nutrition Service



Step 1: Program Overview - Introduction

Food Safety Plan

School District: _____

School: _____

This program was developed (Date)_____by

(Name)_____ (Title)_____.

for the (Name of District) _____

and is intended for use at the (School)_____.

The program follows the USDA guidance on developing a food safety program based on the

Process Approach. All standards in this plan are based on the

(Year, State or Local Food Code)_____, _____

Step 1: Program Overview - Characters

School Foodservice Staff

Directions: Identify the name of the foodservice staff and their positions.

Name

Position

Step 1: Program Overview - Setting

Foodservice Equipment Inventory

Directions: Identify the type and quantity of foodservice equipment located in your facility.

Type	Quantity
Mixer, floor	_____
Mixer, counter	_____
Food Processor	_____
Refrigerator	_____
Freezer	_____

Step 1: Program Overview - Plot



- Meal types
- Number of meals daily
- Preparation methods
- Other useful descriptive details

Summary of Step 1: Program Overview

Introduction: District/Schools

Characters: Staff Names and Roles

Setting: Equipment Inventory

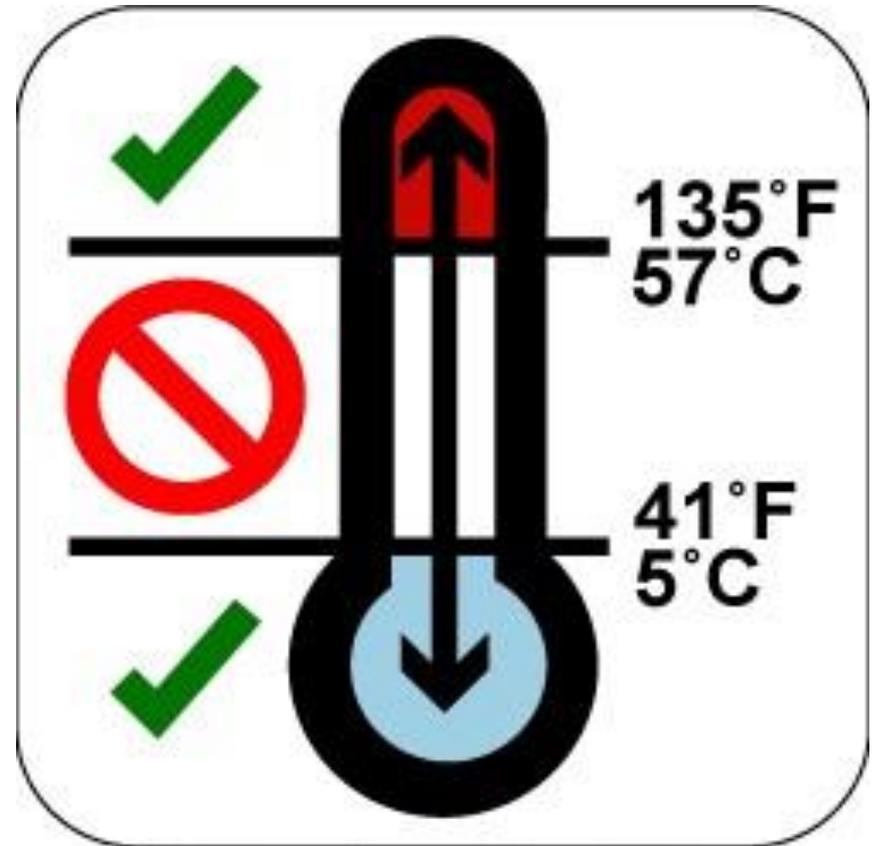
Plot: Other Useful Details

Step 2: The Process Approach

- Classifying food items into Processes 1 | 2 | 3.
 - Processes are based on the number of times a menu item makes a trip through the temperature danger zone.
- The way food is prepared at each site will determine what group it will be placed in.

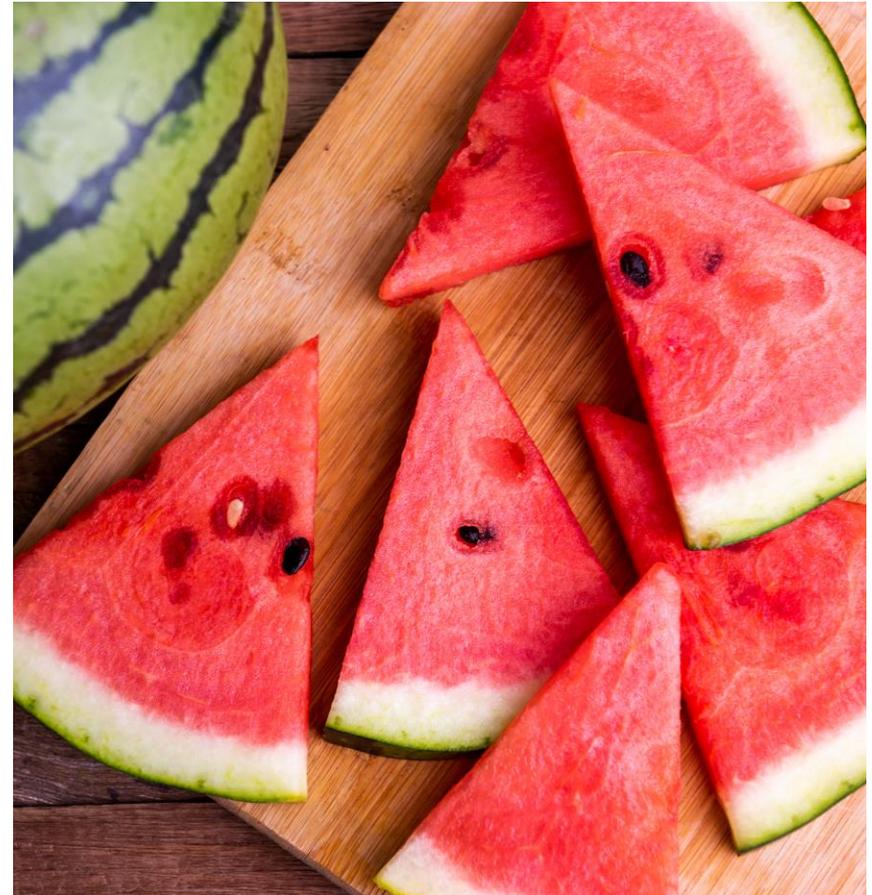
Keep Food Safe: Know the Temperature Danger Zone (TDZ)

- Hot food kept at or above 135°F →
- Food kept between 41° and 135°F can contribute to foodborne illness. →
- Cold food should be kept at or below 41°F →



Process 1 – No Cook

- No cooking or reheating
- Cold storage
 - Temperature control
- Proper handling
 - Prevent cross contamination
- What are some examples of process 1 foods?



Process 2 – Same Day Service

- The food item takes one complete trip through the danger zone.
 - Heated
 - Held
 - Served
- What might be some examples of process 2 foods?



Process 3 – Complex Food Preparation

- The food item goes through both heating and cooling, taking two or more complete trips through the temperature danger zone.
- What might be some examples of process 3 foods?



Activity

- Take a few minutes to group the following food items into Processes 1 | 2 | 3.
 - Black Bean and Corn Dip
 - Applesauce
 - Chicken Patty on Bun
 - Potato Salad
 - Leftover Chili
 - Taco Crumbles
 - Ham and Cheese Wrap (cold)
 - Whole Raw Turkey (used in turkey and noodles for the next day)
 - Baby carrots
 - Green Beans
 - Egg Salad Sandwich

The Big Reveal...

- Black Bean and Corn Dip **Process 1**
- Applesauce **Process 1**
- Chicken Patty on Bun **Process 2**
- Potato Salad **Process 1 or 3**
- Leftover Chili **Process 3**
- Taco Crumbles **Process 2**
- Ham and Cheese Wrap (cold) **Process 1**
- Whole Raw Turkey (used in turkey and noodles for the next day) **Process 3**
- Baby Carrots **Process 1**
- Green Beans **Process 2**
- Egg Salad Sandwich **Process 1 or 3**

Process #1 No Cook Keep food at or below 41°F.		
Menu Item	Recipe Number	Controlling Hazards for Process #1
		Temperature Controls:
		Cold Holding
		SOPs:
		Personal hygiene
		Washing fresh fruits and vegetables
		Limit time in the temperature danger zone
		Date marking of ready-to-eat food

Step 3: Control Measures & Critical Control Points

- Critical Control Points: points in food preparation where correct procedures help to ensure food safety
- Control Measures: processes or steps that reduce food safety risks
 - Example: Handwashing
- Critical Limits: are measurable
 - Example: Time and Temperature

Control Measures: Process 1

- Fruit Salad
- Flow of food: Receive, Store, Prepare, Hold for Service, and finally Serve
- What are some examples of control measures? Critical control points?

Process 1: NO COOK

Example: Fruit Salad

RECEIVE
Control Measures: Known Source, Receiving Temperatures



STORE
Control Measures: Proper Storage Temperatures, Prevent Cross Contamination, Store away from chemicals



PREPARE
Control Measures: Personal Hygiene, Restrict Ill Employees, Prevent Cross Contamination



CCP: COLD HOLDING
Critical Limit: Hold at 41°F or Below.*
Check and record temperatures.



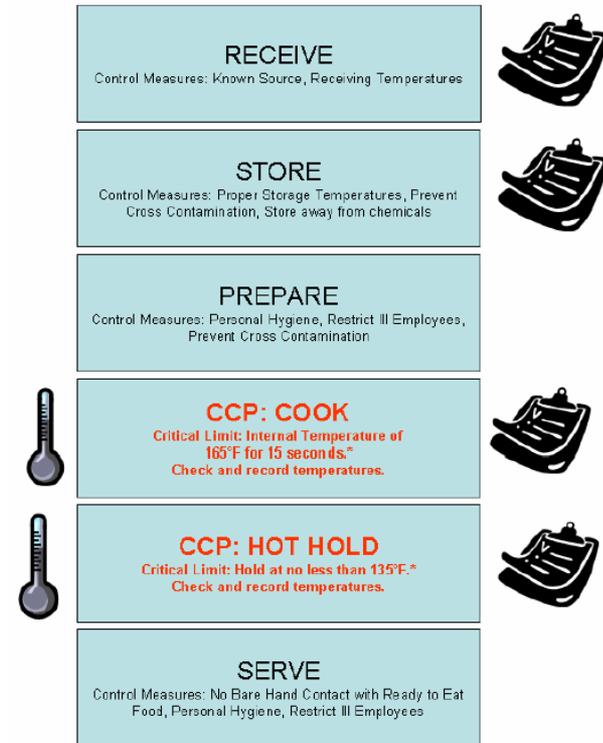
SERVE
Control Measures: No Bare Hand Contact with Ready to Eat Food, Personal Hygiene, Restrict Ill Employees

Control Measures: Process 2

- Baked Chicken
- Flow of food: Receive, Store, Prepare, Cook, Hot Hold, & finally Serve
- Examples of Control measures? Critical Control Points?

Process 2: SAME DAY SERVICE

Example: Baked Chicken

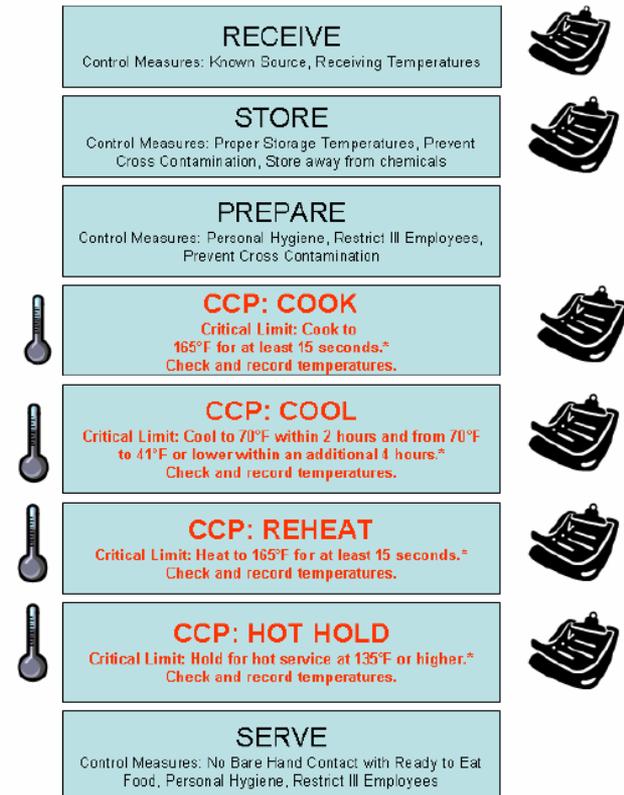


Control Measures: Process 3

- Beef and Bean Tamale Pie
- Flow of Food: Receive, Store, Prepare, Cook, Cool, Reheat, Hot Hold, & Serve
- Control measures?
Critical control points?

Process 3: Complex Food Preparation

Example: Beef and Bean Tamale Pie



Step 4: Standard Operating Procedures

- Serve as a basic food safety foundation
- SOPs are step-by-step written instructions for tasks
- Each SOP should include instructions on monitoring, documentation, corrective actions, and review of procedures

SOPs: Personal Hygiene

Personal Hygiene (Sample SOP)



Purpose: To prevent contamination of food by foodservice employees

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

Key Words: Personal Hygiene, Cross-Contamination, Contamination



Instructions:

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

Personal Hygiene, continued (Sample SOP)



Monitoring:

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



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. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log, which will be kept on file for a minimum of one year.



Date Implemented: By: 2023

Date Reviewed: By: 2023, 2024, 2025

Date Revised: By: 2025

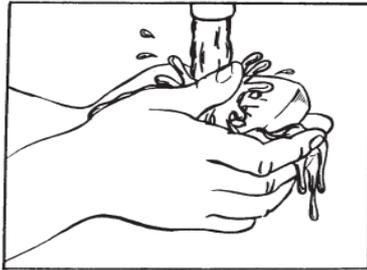
Handwashing

- When should food handlers wash their hands?
 - Before starting work
 - After using the restroom
 - After handling raw meat
 - Touching the hair, face, or body
 - Sneezing or coughing
 - After eating
 - Taking out the garbage, etc

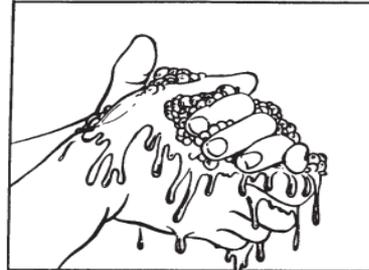
How to Wash Hands

PROPER HANDWASHING

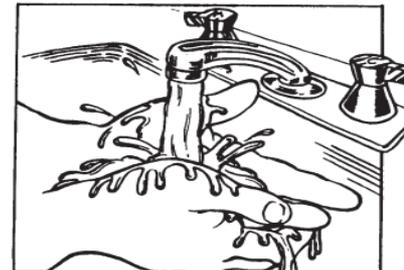
ILLINOIS DEPARTMENT OF PUBLIC HEALTH



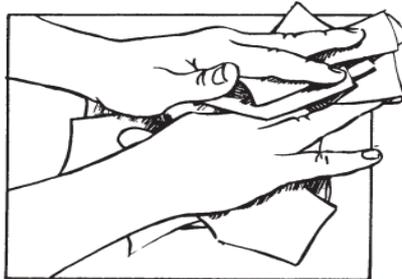
1. Wet hands with soap and warm water.



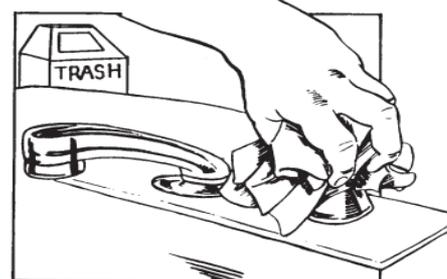
2. Rub hands for 20 seconds. Get under fingernails and between fingers.



3. Rinse under warm running water.



4. Dry hands on your own clean towel.



5. Turn off water with paper towel. Throw towel away.

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SOPs: Personal Hygiene



- What are some examples of good personal hygiene that can be observed in this picture?

Employee Health Policy

*for SCHOOL NUTRITION MANAGERS
and DIRECTORS*



PROJECT COORDINATOR
Liz Dixon, MS

EXECUTIVE DIRECTOR
Aleshia Hall-Campbell, PhD, MPH

Key Area: 2
USDA Professional Standards Code: 2600 (Food Safety and Hazard
Analysis and Critical Control Point (HACCP))

- Exclusion – means employee is not permitted to work
- Restriction – means activities are limited
- Always consult with your local health department

Employee Health Policy Continued

Requirements for Symptomatic, Undiagnosed School Nutrition Employees

Symptoms	Exclusion or Restriction	Removing Exclusion or Restriction
Vomiting	Exclusion (unless medically documented non-infectious, i.e., Crohn's Disease, early stages of pregnancy)	Symptom free for at least 24 hours
Diarrhea	Exclusion (unless medically documented non-infectious, i.e., Crohn's Disease, food intolerance)	Symptom free for at least 24 hours
Sore throat with fever	Restrict*	When written medical documentation is provided
Infected sore	Restrict	When the infected sore is properly covered
Jaundice	Exclude	Consult with the local health department

Requirements for Diagnosed School Nutrition Employees

Diagnosis	Exclusion or Restriction	Serves Highly Susceptible Population	Removing Exclusion or Restriction
Norovirus infection	Exclude	Yes	Exclude for at least 24 hours after symptoms resolve. Lift exclusion: (1) after consulting the local health department and (2) the employee either provides medical clearance or has not had symptoms for 48 hours.
		No	Restrict for at least 24 hours after symptoms resolve. Lift restriction: (1) after consulting the local health department and (2) the employee either provides medical clearance or has not had symptoms for 48 hours.

RD OF

SOPs: Receiving & Storing

Key Words: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

Instructions:

1. Train foodservice employees who accept deliveries on proper receiving procedures.
2. Schedule deliveries to arrive at designated times during operational hours.
3. Post the delivery schedule including the names of vendors, days and times of deliveries, and drivers' names.
4. **Establish a rejection policy** to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
5. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
6. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
7. Keep receiving area clean and well lit.
8. Do not touch ready-to-eat foods with bare hands.
9. Determine whether foods will be **marked with the date of arrival** or the "use-by" date and mark accordingly upon receipt.
10. **Compare delivery invoice against products ordered** and products delivered.
11. Transfer foods to their appropriate locations as quickly as possible.

Monitoring:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.
2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different than what is indicated on the delivery schedule, contact the vendor immediately.
4. **Check frozen foods to ensure that they are all frozen solid** and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.

Receiving Deliveries, continued

(Sample SOP)

5. **Check the temperature of refrigerated foods.**
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. **Check dates** of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

Corrective Action:

1. **Reject the following:**
 - a. Frozen foods with signs of previous thawing
 - b. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
 - c. Punctured packages
 - d. Expired foods
 - e. Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

Verification and Record Keeping:

Record temperature and corrective action on the delivery invoice or on the Receiving Log. 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 one year.

Rejection Policy

- When might you want to reject an item?
 - Item not at the correct temperature.
 - Packaging damaged.
 - Cans dented, swollen, or rusting.
 - Item not in the original packaging.



Good Receiving Practices

GOOD RECEIVING PRACTICES

<p>INSPECT DELIVERIES FOR SIGNS OF DAMAGE</p>	<p>CHECK AND RECORD TEMPERATURES</p>	<p>REJECT UNACCEPTABLE ITEMS AND NOTE ON INVOICE</p>				
<p>RECORD DELIVERY DATES</p>	<p>COMPARE DELIVERED PRODUCTS TO INVOICE</p>	<p>PUT PRODUCTS AWAY IN THIS ORDER:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">1 REFRIGERATOR</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">2 FREEZER</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">3 DRY GOODS</div> </div>				
<p>SCHEDULE DELIVERIES DURING OPERATIONAL HOURS AND POST SCHEDULE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">SCHEDULE</th> </tr> </thead> <tbody> <tr> <td>Name: _____</td> </tr> <tr> <td>Date: _____</td> </tr> <tr> <td>Time: _____</td> </tr> </tbody> </table>	SCHEDULE	Name: _____	Date: _____	Time: _____	<p>KEEP RECEIVING AREA WELL LIT</p>	<p>KEEP RECEIVING AREA CLEAN</p>
SCHEDULE						
Name: _____						
Date: _____						
Time: _____						

41 °F
Hold cold food at 41 °F or below

Log
Check and log temperature frequently

Ready-to-Eat
Fresh Fruits and Vegetables
Cheese
Deli Meat

135 °F
Cooked Fruits and Vegetables

145 °F
Whole Beef, Pork, and Seafood

155 °F
Ground Beef or Pork
Fish Nuggets or Sticks
Cubed or Salisbury Steak

165 °F
Poultry
Stuffed Beef, Pork, and Seafood Stuffed Pasta

Store food according to internal cooking temperature

Cover, label, and date all items

Keep door closed

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Food Recall

01

Monitor notifications from FDA and USDA

• ISBE What's New Page

02

Review the notice and any specific instructions

03

Communicate the recall

- Separate affected products
- Label "DO NOT USE, DO NOT DISCARD"

04

Return or destroy products and document

What's New

- FOOD RECALL: Eggs distributed by August Egg Company
- FOOD RECALL: Beef Jerky/ Beef Snack Stick Products
- PUBLIC HEALTH ALERT: Possible E. Coli Contamination of Ground Beef Products
- FOOD RECALL: Pan-African Food Distributors Inc./East Africa Boutique LLC Products
- FOOD RECALL: Chicken Coxinhas Products Shipped to Retail Locations

PHA-06032025-01

PUBLIC HEALTH ALERT

PRODUCT CONTAMINATION

ACTIVE

TUE, 06/03/2025 - CURRENT
NATIONWIDE

FSIS Issues Public Health Alert for Ground Beef Products Due to Possible E. Coli O157:H7 Contamination

NPC PROCESSING INC. →

SOPs: Preparation



Cooking Potentially Hazardous Foods (Sample SOP)

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

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

Key Words: Cross-Contamination, Temperatures, Cooking

Instructions:

1. Train foodservice employees who prepare or serve food on how to **use a food thermometer** and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. **Follow State or local health department requirements regarding internal cooking temperatures.**
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:
 5. 145 °F for 15 seconds
 - a. Seafood, beef, and pork
 - b. Eggs cooked to order that are placed onto a plate and immediately served
 6. 155 °F for 15 seconds
 - a. Ground products containing beef, pork, or fish
 - b. Fish nuggets or sticks
 - c. Eggs held on a steam table
 - d. Cubed or Salisbury steaks
 7. 165 °F for 15 seconds
 - a. Poultry
 - b. Stuffed fish, pork, or beef
 - c. Pasta stuffed with eggs, fish, pork, or beef (like lasagna or manicotti)
 8. 135 °F for 15 seconds
 - a. Fresh fruits, vegetables, and meats that are served to be held on

SOPs: Holding

Instructions:

1. Train foodservice employees who prepare or serve food about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Follow State or local health department requirements regarding required hot and cold holding temperatures. If State or local health department requirements are based on the 2001 FDA Food Code:
 - Hold hot foods at 135 °F or above; and
 - Cold foods at 41 °F or below.
3. Preheat steam tables and hot boxes.

Monitoring:

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



SOPs: Holding



6. For cold foods in storage:

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

Corrective Action:

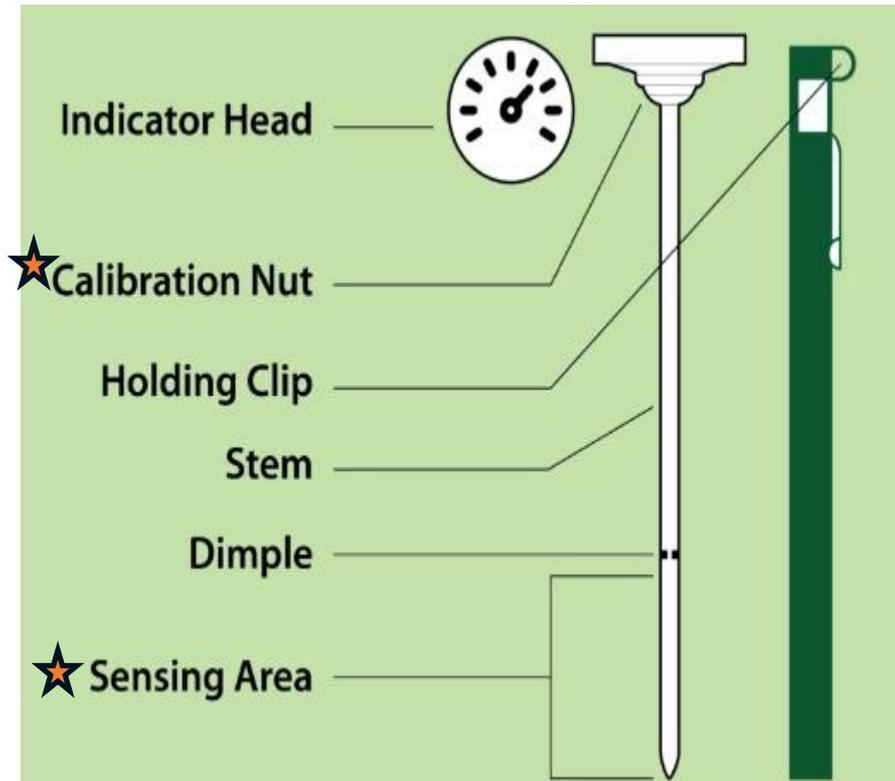
For hot foods:

- Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was below 135 °F.

For cold foods:

- Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler
 - Use a quick-chill unit like a blast chiller
 - Stir the food in a container placed in an ice water bath
 - Add ice as an ingredient
 - Separate food into smaller or thinner portions
- Repair or reset holding equipment before returning the food to the unit, if applicable.
- Discard the food if it cannot be determined how long the food temperature was above 41 °F.

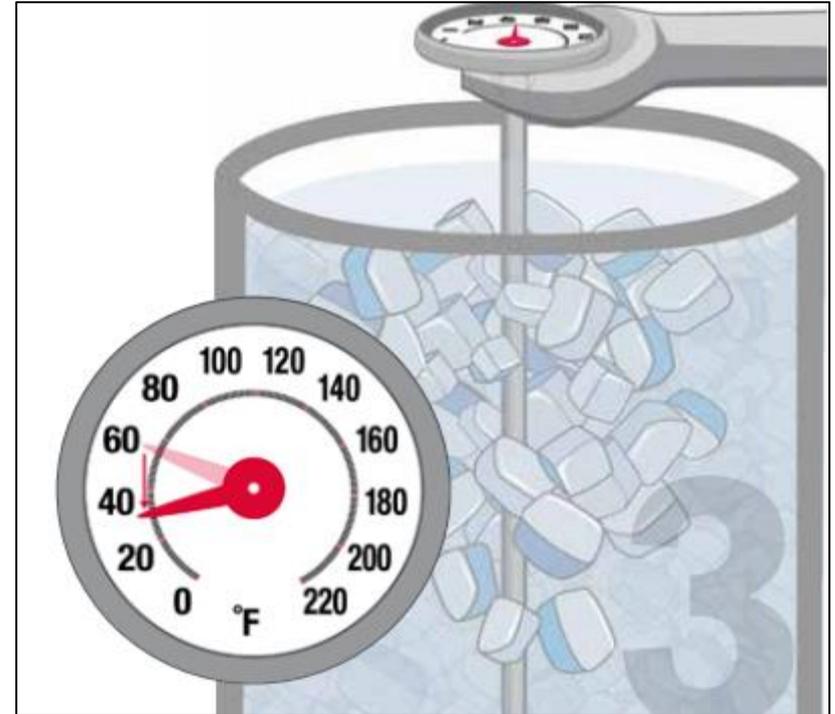
Food Thermometer



- When checking temperatures it is important to insert the sensing area up to the dimple.
- The calibration nut allows you to adjust the thermometer as needed.

Thermometer Calibration

- Boiling Point Method
- Ice Point Method
 - Insert the thermometer into a cup of ice water
 - Stir the ice water using the thermometer and allow to sit for 1 minute
 - Temperature should be 32°F
 - If not use the calibration nut or using the manufacturer's instructions to adjust



Thermometer Calibration Continued

- When should you calibrate your thermometer?
 - At regular intervals (daily?)
 - If dropped
 - Working around extreme temperatures (ex oven)
 - Questioning accuracy

SOPs: Cleaning & Sanitizing

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces (Sample SOP)

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

SCOPE: This procedure applies to school nutrition employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train school nutrition employees on using the procedures in this SOP.
2. Follow state or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If state or local requirements are based on the FDA Food Code, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - 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.
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
6. Place wet items in a manner to allow air drying.
7. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.



1

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued (Sample SOP)

INSTRUCTIONS, continued:

7. If a dishmachine is used:
 - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

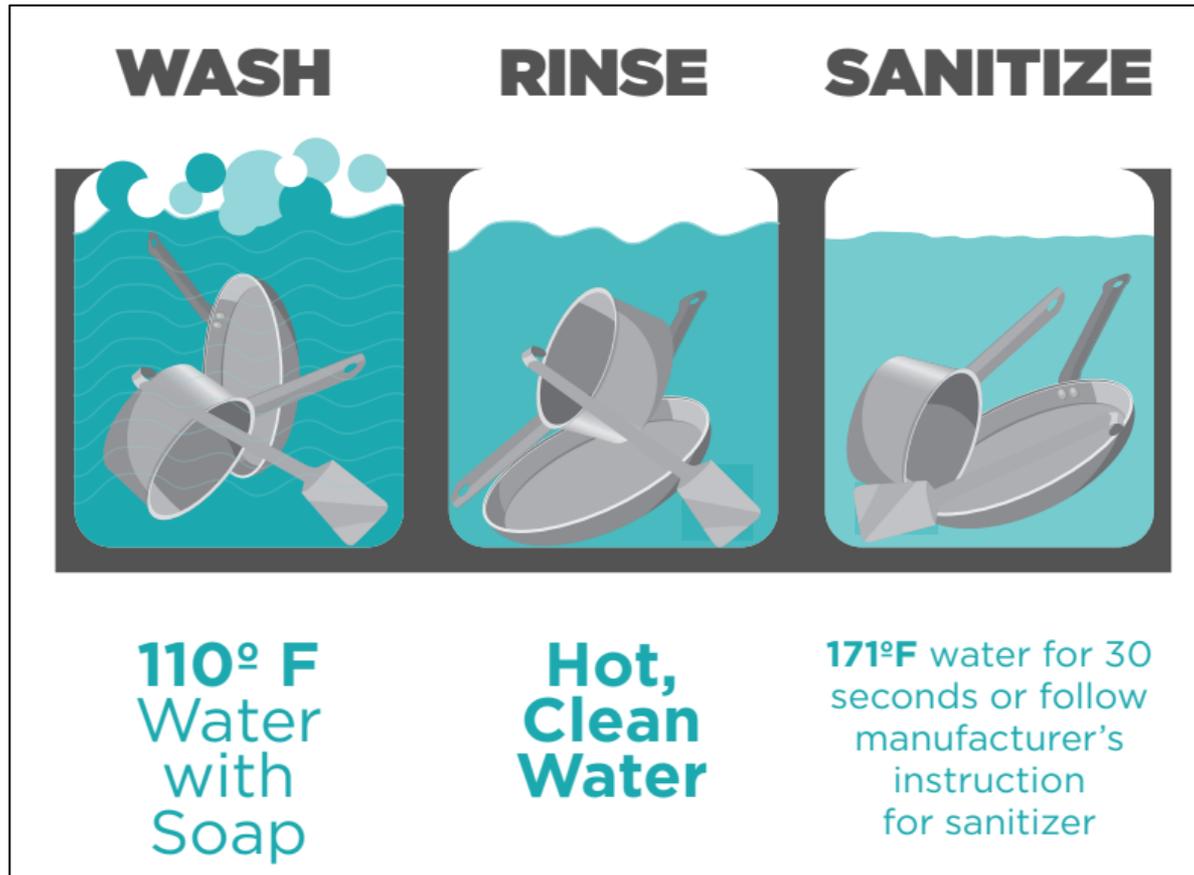
School nutrition employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. It should be at or above 171 °F. Refer to Using and Calibrating Thermometers SOPs.
3. In a dishmachine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
 - For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature at or above 160 °F by placing a piece of heat sensitive tape on a smallware item or an irreversible registering temperature indicator on a rack and running the item or rack through the dishmachine.
 - For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.



2

Three Compartment Sink



SOPs: Resources



Standard Operating Procedures

FOOD SAFETY STANDARD OPERATING PROCEDURES

Title	Date added	Download	
 Assembling a Body Fluid Cleanup Kit	March 06, 2018	Download	
 Cleaning and Disinfecting Body Fluid Spills	March 06, 2018	Download	
 Cleaning and Sanitizing Food Contact Surfaces	March 06, 2018	Download	
 Communicating During a Foodborne Illness Outbreak	March 06, 2018	Download	

[ICN - Standard Operating Procedures](#)

IOWA STATE UNIVERSITY Extension and Outreach

Standard Operating Procedures (SOPs)

Hazard Analysis and Critical Control Points (HACCP) is a preventive food safety program designed to control food safety hazards as food flows through a foodservice operation from purchasing to serving.

Standard Operating Procedures (SOPs) documents are provided for information purposes to assist in developing HACCP-based systems in foodservice operations such as **schools, child care, assisted living, and restaurants**.

The documents are a guide and must be edited to reflect implementation at the local level.

Personnel and Personal Hygiene +

Facility and Equipment +

Flow and Food +

Consumer Communications +

Training Resources

- [Foodservice Videos](#)
- [SafeFood Motivators](#)
- [Do Your PART \(Plan, Act, Routine, Think\)](#)
- [Food Safety Programs](#)

Contact Us

Find the [Health and Human Sciences specialist in food and health](#) serving your county.

Locate your [county extension office](#).



[ISU Extension – Standard Operating Procedures](#)



Activity

- Review the list of SOPs.
- Place a check mark next to each procedure as it relates to your operation.
- If you have more than one location serving meals, you might have different SOPs that apply.

Standard Operating Procedures (SOPs)

The (Name of School) _____ food safety SOPs are checked below. Employees will be trained to follow all applicable food safety SOPs. A complete set of the food safety SOPs will be attached to this food safety program.

Facility-Wide SOPs

- ___ Cleaning and Sanitizing Food Contact Surfaces
- ___ Controlling Time and Temperature During Preparation
- ___ Date Marking and Ready-to-Eat, Potentially Hazardous Food
- ___ Employee Health Policy
- ___ Handling a Food Recall
- ___ Personal Hygiene
- ___ Preventing Contamination at Food Bars
- ___ Preventing Cross-Contamination During Storage and Preparation
- ___ Receiving Deliveries
- ___ Serving Food
- ___ Storing and Using Poisonous or Toxic Chemicals
- ___ Using and Calibrating Thermometers
- ___ Using Suitable Utensils When Handling Ready-to-Eat Foods
- ___ Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods
- ___ Washing Fruits and Vegetables

Specific SOPs to the Food Preparation Process

- ___ Cooking Potentially Hazardous Foods
- ___ Cooling Potentially Hazardous Foods
- ___ Holding Hot and Cold Potentially Hazardous Foods
- ___ Reheating Potentially Hazardous Foods
- ___ Preventing Cross-Contamination During Storage and Preparation
- ___ Transporting Food to Remote Sites (Satellite Kitchens)

Step 4: Monitoring

How will you monitor CCPs and SOPs?

When and how often will you monitor?

Who is responsible for monitoring?

Safe Food Starts with Smart Monitoring

Food Safety
Checklist

Receiving Log

Cooking and
Reheating
Temperature Log

Cooling Log

Discard Log

Refrigeration
Log

Thermometer
Calibration Logs

Logs & Checklist Examples

Refrigeration Log

Instructions: A designated foodservice employee will record the location or description of holding unit, date, time, air temperature, corrective action, and initials on this log. Foodservice manager will verify that foodservice employees have taken the required temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating this log each working day. Maintain this log for a minimum of one year.

Location/ Unit Description	Date	Time	Temperature	Corrective Action	Food Worker Initials	Manager Initials/ Date

FOOD SAFETY CHECKLIST

Date _____ Observer _____

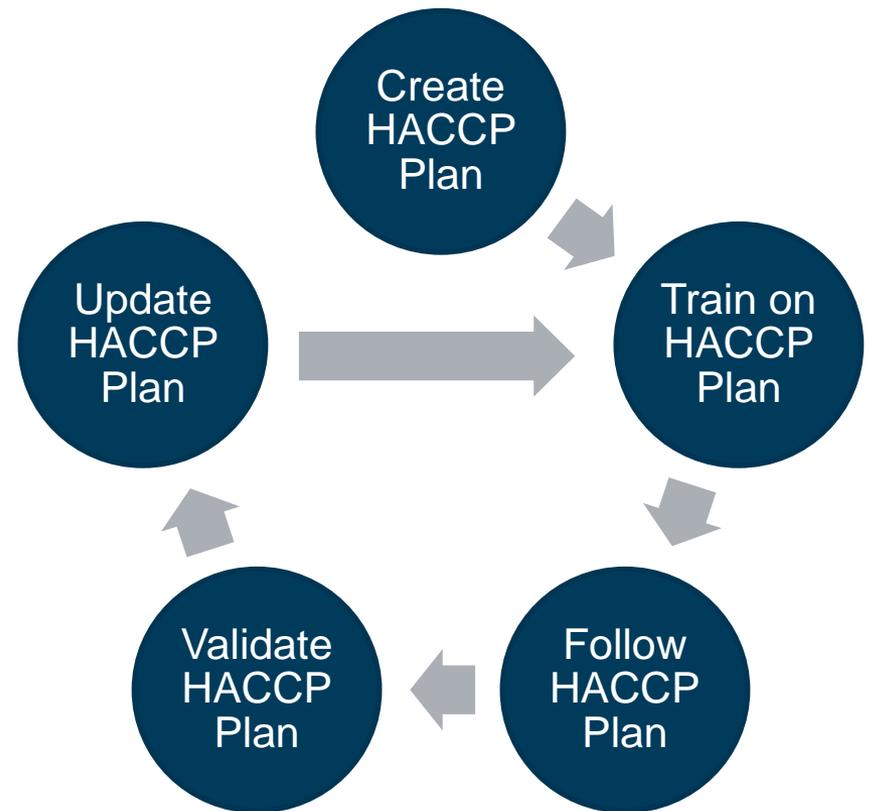
Directions: Use this checklist daily to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails). -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____

Step 6: Review and Revise

- Is your food safety plan working?
- Does each site have a compliance person?
- Did the site have health inspection violations?



Summary and Review

- Step 1: Program Overview
- Step 2: Process Approach
- Step 3: SOPs
- Step 4: Monitoring
- Step 5: Corrective Action
- Step 6: Review and Revise

Guidance for Schools



**Guidance for School Food Authorities:
Developing a School Food Safety
Program Based on the Process
Approach to HACCP Principles**



**United States Department of
Agriculture**

Food and Nutrition Service

June 2005

Food Safety Plan Template



Template for Developing a School Food Safety Program



The National Food Service Management Institute
The University of Mississippi
ET66-05(PW-Print)

2006



Standard Operating Procedures



A screenshot of the Institute of Child Nutrition website. The header features the logo "INSTITUTE OF child nutrition" with the tagline "RESOURCES • TRAINING • RESEARCH". A green navigation bar contains the links "Home" and "Child Nutrition Resources". The main content area displays the title "Standard Operating Procedures" in a large, bold font, with the subtitle "FOOD SAFETY STANDARD OPERATING PROCEDURES" in a smaller, underlined font below it.

Bad News Travels Fast

News 12 Investigates: School cafeterias strive for safety amid repeated violations

LOCAL NEWS

Health Code Violations Found At School Cafeterias

NEWS & STORIES / EDUCATION

12  schools have critical food safety violations. It's worst for low-income kids

Thank you

www.isbe.net/nutrition | Nutrition Department Email cnp@isbe.net | Ph. 800/545-7892

