

HACCP-Based SOPs

Personal Hygiene (Sample SOP)

****This SOP has been adapted from "HACCP-Based SOPs" developed by the National Food Service Management Institute (NFSMI) and the United States Department of Agriculture (USDA). This document STRICTLY provides information that will assist your establishment in understanding how to control the risk factor above. Please adjust accordingly to reflect any additional practices expected of your employees.*

PURPOSE: To prevent contamination of food by foodservice employees.

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

INSTRUCTIONS:

1. Follow the establishment's Employee Health Policy. Excluding ill employees from food service duties.
2. Report to work in good health, clean, and dressed in clean attire.
3. Change apron when it becomes soiled.
4. Wash hands properly, frequently, and at the appropriate times.
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
5. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
6. Do not wear artificial fingernails and fingernail polish.
7. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
8. Do not wear any jewelry except for a plain ring such as a wedding band.
9. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
10. 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.
11. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
12. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.

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- 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.
13. Wear suitable and effective hair restraints while in the kitchen.
14. Employee drinks must have covers and be in a designated area with proper signage.

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:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food (i.e. RTE food that has been contacted with bare hands, foods that have been affected by biological, chemical, or physical contamination).

DATE IMPLEMENTED: _____ BY: _____

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

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Cooling Potentially Hazardous Foods (Sample SOP)

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PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

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

INSTRUCTIONS:

1. Ensure proper personal hygiene is maintained and wash hands thoroughly (Refer to Personal Hygiene SOP)
2. Ensure a clean, sanitized, and calibrated thermometer is used during all temperature measurements (Refer to "Thermometer Calibration" SOP).
3. Measure the initial internal temperature of the food product prior to the cooling process. Record on "Cooling Log."
4. Chill food rapidly using an appropriate cooling method:
 - 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 such as 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.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
5. Measure the internal temperature of the product for the first two hours of the cooling process. Record on "Cooling Log." If food is not chilled from <140°F to 70°F within 2 hours, take corrective action.
6. Continue to measure the internal temperature of the product for the remainder of the cooling process (not exceeding 6 hours). Record on "Cooling Log." If food is not cooled from <140°F to 70°F within 6 hours, take corrective actions.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

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CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
1. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
2. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

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

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

INSTRUCTIONS:

1. Ensure proper personal hygiene is maintained and wash hands thoroughly (Refer to Personal Hygiene SOP).
2. Change gloves frequently, when soiled, and ALWAYS before and after handling raw meats/seafood and ready to eat foods, when you encounter a rip, or when soiled.
3. Ensure a clean, sanitized, and calibrated thermometer is used during all temperature measurements (Refer to "Thermometer Calibration" SOP).
4. Prior to and following all preparation of foods, properly wash and sanitize food equipment, surfaces, and utensils.
5. Follow all recipes carefully. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
6. In accordance with the 1999 FDA Food Code, cook products to the following temperatures:
 - a. 145 °F for 15 seconds: Record in "Cooking Temperature Log"
(List site specific food menu items)
 - b. 155 °F for 15 seconds: Record in "Cooking Temperature Log"
(List site specific food menu items)
 - c. 165 °F for 15 seconds: Record in "Cooking Temperature Log"
(List site specific food menu items)
 - d. 140 °F for 15 seconds: Record in "Cooking Temperature Log"
(List site specific food menu items)
7. After reaching the proper internal cooking temperatures:
 - Cooling (Follow Cooling SOP)
 - Hot Held (Follow Hot Holding SOP)

It is also important to incorporate the following into your SOP, as it relates to specific food products.

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1. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
2. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
3. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

1. Continue cooking food until the internal temperature reaches the required temperature.

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Reheating and Hot Holding Potentially Hazardous Foods (Sample SOP)

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

EMPLOYEE ASSIGNED: This procedure applies to foodservice employees who prepare food.

INSTRUCTIONS:

1. Ensure proper personal hygiene is maintained and wash hands thoroughly (Refer to Personal Hygiene SOP)
2. Ensure a clean, sanitized, and calibrated thermometer is used during all temperature measurements (Refer to "Thermometer Calibration" SOP),
3. In accordance with the 1999 *FDA Food Code*, heat processed ready-to-eat foods from a hermetically sealed container, such as canned green beans, to an internal temperature of at least 140 ° F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat foods for hot holding rapidly (not to exceed 2 hours) using an appropriate method:
 - Microwave; Rotate (or stir) and cover foods while heating, allow to sit for 2 minutes after heating
 - Stove; Stirring occasionally
 - Boiling water bath; Place food in heat resistant pot, stir occasionally.
6. Perform two internal temperature measurements of food product: Record on "Hot Holding Log." If temperature is not at the required reading, take corrective actions.
7. Transfer to an appropriate hot holding unit. Maintain hot holding temperature at 140°F. Monitor temperature at specified interval (recommend every 2 hours) and

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record on "Hot/Cold Holding Log." If temperature is not at 140°F, take corrective actions.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.
3. Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 140°F and the last temperature measurement was 140 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. Reheating food shall be performed only once.
4. Discard the food if it cannot be determined how long the food temperature was below 140 °F or if the food has been <140° for longer than 4 hours.

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Receiving Deliveries (Sample SOP)

****This SOP has been adapted from "HACCP-Based SOPs" developed by the National Food Service Management Institute (NFSMI) and the United States Department of Agriculture (USDA). This document STRICTLY provides information that will assist your establishment in understanding how to control the risk factor above. Please adjust accordingly to reflect any additional practices expected of your employees during this operation.*

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.

EMPLOYEE ASSIGNED: This procedure applies to foodservice employees who receives and/or puts away deliveries of food.

INSTRUCTIONS:

1. Schedule deliveries to arrive at designated times during operational hours.
2. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
3. 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.
4. Check the interior temperature of refrigerated trucks.
5. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
6. 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.
7. 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.
8. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
9. Check the integrity of food packaging.
10. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

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11. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
12. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
13. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
14. Keep receiving area clean and well lighted.
15. Do not touch ready-to-eat foods with bare hands.
16. Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
17. Compare delivery invoice against products ordered and products delivered.
18. Transfer foods to their appropriate locations as quickly as possible.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

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