Developing A School Food Safety Program

Participant's Workbook

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Building the Future Through Child Nutrition

The National Food Service Management Institute (NFSMI) was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford. The Institute operates under a grant agreement with the U. S. Department of Agriculture, Food and Nutrition Service.

PURPOSE
The purpose of the NFSMI is to improve the operation of Child Nutrition Programs through research, education and training, and information dissemination. The Administrative Offices and the Technology Transfer and Education and Training Divisions are located in Oxford. The Applied Research Division is located at The University of Southern Mississippi in Hattiesburg.

MISSION
The mission of the NFSMI is to provide information and services that promote the continuous improvement of Child Nutrition Programs.

VISION
The vision of the NFSMI is to be the leader in providing education, research, and resources to promote excellence in Child Nutrition Programs.

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PILOT TEST
We are grateful to the State agencies, State school nutrition associations, and the school nutrition professionals in the 29 states who participated in the pilot test.

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Training Materials and Timeline

The *Developing a School Food Safety Program* training materials were written to accompany the U. S. Department of Agriculture's *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. The *Guidance for School Food Authorities* resource is available at http://www.fns.usda.gov. The National Food Service Management Institute developed these materials in cooperation with the USDA Food and Nutrition Service's Child Nutrition Division and Food Safety Unit.

Training Materials

The training materials include the following:
- Participant's Workbook of activities
- USDA/NFSMI Standard Operating Procedures
- Evaluation form
- Participant roster form
- Electronic version of printed materials available at www.nfsmi.org

Suggested Timeline

TIME	ACTIVITY
8:00-8:30	**Welcome, Objectives, Pretest (optional)**
8:30-8:45	**Overview of Developing a Food Safety Program**
8:45-9:00	**USDA Guidance**
9:00-9:15	**Assessment Activity**
9:15-9:30	**Break**
9:30-10:30	**Process Approach**
10:30-12:00	**Process Approach Activity**
12:00-1:00	**Lunch**
1:00-1:15	**Standard Operating Procedures**
1:15-2:00	**Standard Operating Procedures Activity**
2:00-2:15	**Monitoring**
2:15-2:30	**Monitoring Activity**
2:30-2:45	**Break**
2:45-3:15	**Correcting Problems and Activity**
3:15-3:45	**Record Keeping and Activity**
3:45-4:00	**Review and Revision and Activity**
4:00-4:15	**Next Steps, Posttest (optional)**
4:15-4:30	**Evaluation and Wrap-Up**

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Welcome

Slide 1: Welcome to Developing a Food Safety Program Training

Welcome to
Developing a Food Safety Program
NFSMI

Welcome to Developing a Food Safety Program. This training was written to accompany the U. S. Department of Agriculture's (USDA) *Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*. The USDA guidance and this training will introduce and illustrate the Process Approach. School food safety inspections are a separate program requirement and will not be addressed in this training.

The USDA guidance identifies the minimum elements that must be included in a food safety program based on HACCP principles. School Food Authorities (SFAs) may use this guidance to develop a food safety program that meets the needs of each food production and foodservice facility within a jurisdiction. SFAs that already have a HACCP-based food safety program in place may retain their current program if it includes all the elements listed in the guidance.

Developing a food safety program for your district may sound challenging. But, it doesn't have to be difficult. The term 'HACCP' can be intimidating to some. However, the modified Process Approach used in this training incorporates all of the principles of HACCP. You don't need to be concerned with the term or with the application of the individual HACCP principles, or the measures to control or prevent food safety hazards, because they are woven into the Process Approach. This modified Process Approach is a streamlined, practical system that you can apply to your food service operation. Basing your program on this approach will provide a food safety program that is consistent with the USDA *Guidance for School Food Authorities: Developin*g *a School Food Safety Program Based on the Process Approach to HACCP Principles*. The National Food Service Management Institute (NFSMI) developed these materials in cooperation with the USDA Food and Nutrition Service Child Nutrition Division and the Food Safety Unit. For information specific to the implementation of the guidance in your state, contact your State Agency.

To help you develop your food safety program, this training package provides various tools, worksheets, and templates for implementing a food safety program. For example, copies of the USDA/NFSMI Standard Operating Procedures (SOPs) are included with your training materials. If you have had previous food safety training based on traditional HACCP, you may think this approach is too simple, but keep in mind that the HACCP principles are integrated into the Process Approach. Remember, all SFAs/schools that participate in the National School Lunch Program or the School Breakfast Program must implement a food safety program that complies with the USDA program requirements.

The training will conclude with an evaluation.(optional)

Introductory Activity

Before we begin the training, let's take a few minutes to introduce ourselves.

Complete the participant roster by giving your name and contact information. We may contact you in the future for your input on the training and your progress in implementing your food safety program.

Slide 2: When I think of developing a food safety program,

Food Safety Program

• **When I think of a food safety program, I**.......

Slide 3: Pretest (optional)

Pretest

Please take 10 minutes to complete the enclosed self-assessment Pretest. You will not be scored on the Pretest. The purpose of the Pretest is to help you assess your current knowledge of developing a food safety program.

Overview of Developing a Food Safety Program

This training will focus on developing a comprehensive food safety program based on the Process Approach. Food safety information used in this training is based on the *2005 FDA Food Code* (i.e., temperature danger zone is 41 °F to 135 °F); however, you should follow your State and local public health requirements and your school district policies and procedures.

Slide 4: Objective of the Training

Objective

To help you develop

your own food safety program.

During the training, you will develop the basics of a food safety program tailored to your foodservice operation.

Slide 5: How to Accomplish the Objective

How to Accomplish the Objective

• Discuss the purpose of a food safety program
• Learn and apply the Process Approach
• Discuss practices that support your food safety program

How to Accomplish the Objective

In today's training you will begin developing your food safety program. We will discuss a topic and allow time for you to practice activities to enhance the educational messages. We will
- Discuss the purpose of a food safety program.
- Learn and apply the Process Approach in developing your food safety program.
- Discuss practices in support of the Process Approach and overall food safety.

During the *Developing a Food Safety Program* training, you will
- Describe the food safety needs for your foodservice operation.

- Sort your menu items into the three different food preparation processes (Process Approach).
- Apply the training lessons to develop a practical food safety plan that is specific for your foodservice operation.

Let's take a few moments to go over components of the training we will do today.

Slide 6: Participant's Workbook

Participant's Workbook
• Agenda
• Evaluation
• Activities
• Additional Resources
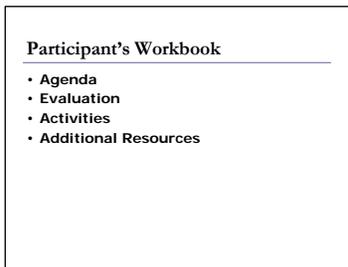
The workbook is intended to serve as a working document for the training. Components of the workbook also may serve as a foundation for your food safety program. Write your responses and notes directly in your Participant's Workbook.

The Agenda

Review the schedule, breaks, and time for lunch. It is important to adhere to the time schedule on the agenda.

Evaluation

Review the evaluation. Return your evaluation to the trainer at the end of the session.

Activities

It is important to participate fully in all activities. By completing the activities provided in this training, you will develop the basics of your food safety program.

Additional Resources

Additional food safety resources are included in the Participant's Workbook.

Slide 7: That's Me
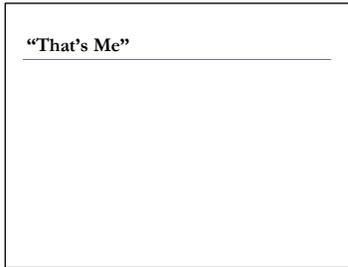
"That's Me"

That's Me
Icebreaker Activity

Time: 5 minutes

Purpose: Icebreaker

Directions: You are going to hear a series of questions. Stand and say, "That's me" when a question applies to you. Be sure to sit down after each question.

1. Are you a Child Nutrition professional?
2. Have you worked with the Child Nutrition Program for more than 10 years?
3. Are you committed to serving safe food?
4. Are you certified in food safety?
5. Do you check temperatures of food on the serving line?
6. Do you follow food safety SOPs in your Child Nutrition Program?
7. Do you participate in food safety staff development training?
8. Do you calibrate your thermometers?
9. Do you thaw meats in the refrigerator?
10. Do you wash all fresh fruits and vegetables before preparing for service?

USDA Guidance

Slide 8: USDA Guidance

USDA Guidance

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

http://www.fns.usda.gov/cnd/lunch/Downlo
adable/HACCPGuidance.pdf

The U.S. Department of Agriculture (USDA) issued guidance for the implementation of food safety programs in schools participating in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). 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 by requiring school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children. This mandate requires all food preparation and service sites participating in the NSLP to have an individual food safety plan. The requirement was effective in the school year beginning July 1, 2005. The food safety program must be based on all the food safety principles as outlined in the guidance.

SFAs must implement a food safety program that complies with the USDA program requirements in the 2005–2006 school year. For information specific to the implementation of the USDA guidance in your state, contact your State Agency.

Slide 9: Food Safety Program

Food Safety Program

• **Develop a written plan**
• **Implement in each individual school**
• **Based on principles outlined in the guidance**

The food safety program must be in writing. The USDA guidance and training identifies the minimum elements that must be included in your written food safety program. SFAs may use the USDA guidance and training to develop a food safety program and write a plan that meets the needs of each food production and service operation in their district. SFAs that already have a food safety program that includes a written food safety plan for each

preparation and service site may retain their current program. However, it must include all the required elements listed in the USDA guidance. Remember, all SFAs/schools that participate in the National School Lunch Program and/or the School Breakfast Program must implement a food safety program as described in the guidance.

Slide 10: The Process Approach

The Process Approach

HACCP principles are built into the
Process Approach
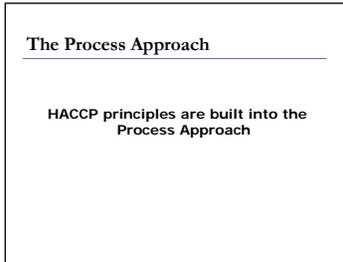
The Process Approach groups food preparation processes into three broad categories based on how many times a menu item moves through the temperature danger zone. The guidance and training presents a modified version of the Process Approach, which makes it practical for school foodservice operations. USDA recommends the Process Approach because it gives you flexibility to create a food safety program specific to your foodservice operation.

Slide 11: *Dietary Guidelines for Americans 2005*

Dietary Guidelines for Americans 2005

• Safe food key is a aspect of a healthy
  school environment
• A food safety program helps ensure
  safety of meals served to children
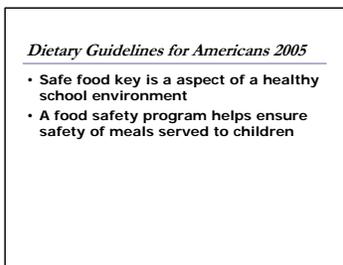
Serving safe food is a critical responsibility for school foodservice and a key aspect of a healthy school environment. Keeping foods safe is also a vital part of healthy eating and a recommendation of the *Dietary Guidelines for Americans 2005*. When properly implemented, your food safety program will help ensure the safety of the meals served to children in your school nutrition program.

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Developing Your Food Safety Program

The Fundamentals of a Food Safety Program

Slide 12: Getting Started on Your Food Safety Program

Getting Started

• What is the Process Approach?

• How to apply the Process Approach to your facility

• Food safety practices that support your food safety program

The fundamentals for your food safety program are found in the application of the Process Approach.

Slide 13: Key Terms

Key Terms

• Process Approach

• Control measures

• Standard operating procedures (SOPs)

Before we take up the Process Approach, let's briefly review some common terms associated with a food safety program. Words such as control measures, Process Approach, and Standard Operating Procedures (SOPs) are discussed during the training. Here is a quick look at their definition:

- **Process approach:** A method of grouping menu items into one of three processes depending on the number of times the food goes through the temperature danger zone, which is between 41°F and 135 °F (2005 *FDA Food Code*).
- **Control measures:** Steps taken to control hazards in a foodservice operation.
- **Standard operating procedure (SOP):** Written instructions for a foodservice task that reduces food safety hazards.

Slide14: Describe Your Foodservice Operation

Describe Your Foodservice Operation

• Types of facilities
• Number of employees at each site
• Types of equipment
• Processes for food preparation
• Current SOPs or food safety practices

Before developing your food safety program take a little time to describe your facility (or facilities) and think about the preparation processes used there. Some basic information to consider when describing your facility includes:

- Types of facilities (central kitchen, satellite, self-preparation, etc.)
- Number of employees at each site and what they do
- Types of equipment
- Processes for food preparation
- Current SOPs or food safety practices

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Describe Your Foodservice Operation
Activity

Time: 10 - 15 minutes

Think of your foodservice operation. Complete the following worksheets in the Template for Developing Your Food Safety Program:

- Food Safety Plan for ___(name of district/school)_____
- School Foodservice Staff
- Foodservice Equipment Inventory

The Process Approach

The Process Approach categorizes menu items into three broad food preparation processes, based on the number of times a food moves through the temperature danger zone. Although many food items may be grouped into the same category, the measures used to prevent or control hazards will be the same within each category. By applying the practical steps in the Process approach you will have identified hazards and control measures for each of the categories and for each of your menu items.

Slide 15: Food Process Categories

Food Process Categories

1. **No Cook Process**
2. **Same Day Service Process**
3. **Complex Food Process**

These are the preparation categories in the Process Approach:
- Process #1 – No Cook Preparation
- Process #2 – Same Day Service Preparation Process
- Process #3 – Complex Food Preparation Process

Slide 16: Temperature Danger Zone

Temperature Danger Zone

- **Identify the number of times each menu item goes up (heating) or comes down (cooling) through the danger zone (41 °F to 135 °F)**

You will need to sort each menu item (recipe) into one of the three categories. To assign menu items to one of the three process categories, consider the procedures used to prepare the food in each of your facilities. Look at your menu items and decide which food items are meant to be: 1) kept cold from preparation through service; 2) prepared hot and served the same day hot; and 3) prepared hot, cooled, and possibly reheated. The complex food preparation process indicates a cooling step. Sorting menu items this way will enable you to place each menu item into the appropriate category.

Remember, to place your menu items into the appropriate food preparation process identify the number of times each menu item goes up (heating) or comes down (cooling) through the danger zone (41 ºF – 135 ºF).

Slide 17: Temperature Danger Zone
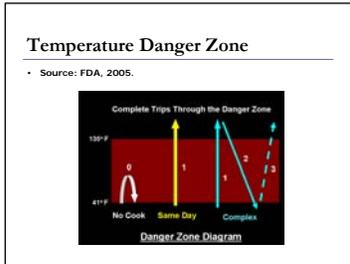
Categorizing menu items is an important step in the development of your food safety program. You will want to document the process category for each menu item. You could do this by listing your menu items under each category or by writing the category number on each recipe card or production record.

Slide 18: Review Menu Items

The Process Approach categorizes menu items into three broad food preparation processes. The key focus of the Process Approach is controlling the temperatures of potentially hazardous foods during preparation, cooking, holding, cooling, and reheating. Built into each category are the points where food temperatures must be taken and written down. Taking temperatures at the points identified in each process category and writing down those temperatures are key components in complying with your food safety program. Also identified in each category is a reminder of the supportive sanitation practices needed to keep food safe. These practices must also be written down and followed, for example in standard operating procedures (SOPs). By following standard procedures for controlling and documenting temperatures and using good sanitation practices, your food safety program will be in compliance with USDA requirements.

Let's look more closely at each process category and the measures to control hazards associated with the category.

Slide 19: Process #1 – No Cook Preparation

Process # 1
No Cook Preparation
_____
Measures to assure safety of foods:
• **Temperature control**
• **Handwashing**
• **Employee health policy**
• **Proper receiving and storage**
  procedures

Process #1 – No Cook preparation food items are meant to be kept cold from preparation through service. Foods that require no cooking and do not make a complete trip through the temperature danger zone would fall into the No Cook Preparation Process category. Tuna salad with frozen pasteurized cooked eggs and cold meat sandwiches are examples of menu items that use the no cook process.

Handwashing, implementing an employee health policy, and using a calibrated thermometer as outlined in the SOPs are important measures that will help to ensure the safety of foods in this broad category. Additionally, follow your SOPs for facility-wide receiving, storing, preparing, holding, and serving.

> **Controlling hazards for Process #1**
> Temperature control:
> • Cold holding
>
>   SOPs:
> • Personal Hygiene
> • Washing Fresh Fruits and Vegetables
> • Limiting time in the danger zone
> • Verifying receiving temperatures of food
> • Date Marking of Ready-To-Eat Food

Here's a summary chart that shows the measures to control hazards and at which steps things should be written down.

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NO COOK
Example: Fruit Salad

RECEIVE
Controls: Known Source, Receiving Temperatures

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

PREPARE
Controls: Personal Hygiene, Restriction of Ill Employees, Prevent Cross Contamination

Temperature Control: COLD HOLDING
Hold at 41˚F or Below.
Check and record temperatures.

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

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Slide 20: Process #2 – Same Day Service Preparation

Process # 2
Same Day Service Preparation
_____

Measures to assure safety of foods:
• **Temperature controls**
• **Cooking foods to correct internal**
  temperature
• **Handwashing**
• **Employee health policy**
• **Proper receiving and storage**
  procedures

Process #2 – Same Day Service Preparation food items are meant to be prepared hot and served hot the same day. Foods that are cooked and served in the same day would fall into the Same Day Service Preparation Process category. The food will pass through the temperature danger zone only once before it is served, thus minimizing the opportunity for bacterial growth. Hamburgers are an example of a menu item that may fall under the Same Day Service Preparation Process. Generally, the hamburger patties will be cooked from a frozen state and served immediately.

Handwashing, implementing an employee health policy, using a calibrated thermometer, cooking foods to the correct internal temperature, and proper hot holding are some of the important measures that will help to ensure the safety of foods in this broad category. Additionally, follow your SOPs for facility-wide receiving, storing, preparing, holding, and serving.

Controlling hazards for Process #2
Temperature controls:
• Cooking
• Hot holding

SOPs:
• Personal Hygiene
• Limiting time in the danger zone
• Verifying receiving temperatures of food
• Proper food storage

SAME DAY SERVICE
Example: Baked Chicken

RECEIVE
Controls: Known Source, Receiving Temperatures

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

PREPARE
Controls: Personal Hygiene, Restriction of Ill Employees, Prevent Cross Contamination

Temperature Control: COOK
Internal Temperature of 165˚F for 15 seconds. (For Chicken) Check and record temperatures.

Temperature Control: HOT HOLD
Hold at no less than 135˚F. Check and record temperatures.

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

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Slide 21: Process #3 – Complex Food Preparation

Process # 3
Complex Food Preparation

Measures to assure safety of foods:
• Temperature controls
• Cooking foods to correct internal
  temperature
• Cooling foods
• Reheating foods
• Handwashing
• Employee health policy
• Proper receiving and storage
  procedures

Process #3 – Complex Food Preparation food items are meant to be prepared hot and served cooled or possibly reheated. In the Complex Food Preparation Process, food passes through the temperature danger more than one time. For example, ground turkey is prepared and cooked the day before it is served. This means the ground turkey is cooled and stored after it is cooked. It is then reheated the day it is served. The Complex Food Preparation Process includes cooling or reheating as part of the food preparation process.

In addition to initial food preparation, some foodservice operations make use of leftovers. If your State or local authority allows the use of leftovers, a procedure (SOP) for handling leftovers should be implemented. Generally, leftovers will fall into Process #3 as they have most likely been cooked and cooled prior to being stored and used again.

Handwashing, implementing an employee health policy, using a calibrated thermometer, cooking foods to the correct internal temperature, cooling foods rapidly, and reheating foods properly as outlined in the SOPs are important measures that will help to ensure the safety of foods in this broad category. Additionally, follow your SOPs for facility-wide, receiving, storing, preparing, holding, cooking, serving, cooling, and reheating.

> **Controlling hazards for Process #3**
>
> Temperature controls:
> - Cooking
> - Cooling
> - Reheating
> - Hot and cold holding
>
> SOPs:
> - Personal Hygiene
> - Limiting time in the danger zone
> - Verifying receiving temperatures of food
> - Proper storage of food

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Complex Food Preparation
Example: Beef and Bean Tamale Pie

RECEIVE
Controls: Known Source, Receiving Temperatures

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

PREPARE
Controls: Personal Hygiene, Restriction of Ill Employees, Prevent Cross Contamination

Temperature Control: COOK
Cook to 165˚F for at least 15 seconds. Check and record temperatures.

Temperature Control: COOL
Cool to 70˚F within 2 hours and from 70˚F to 41˚F or lower within an additional 4 hours . Check and record temperatures.

Temperature Control: REHEAT
Heat to 165˚F for at least 15 seconds. Check and record temperatures.

Temperature Control: HOT HOLD
Hold for hot service at 135˚F or higher. Check and record temperatures.

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

Thermometer icon means that controlling temperature is a critical step in the process to minimize or eliminate hazards. Other controls in the process may involve taking temperatures as well. The clipboards appear where recording data is necessary.

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Once you have determined where each of your menu items belongs, you should document the appropriate process for each menu item. This can be done in a variety of ways, including writing the process number directly on the recipe, or developing a list of menu items for each of the processes. The production record is another place to document the process number for each item prepared for a given meal. You will also want to document how hazards will be controlled for each process category. For instance, proper cooking and holding temperatures and applicable overall sanitation procedures would be carried out and documented for Process #2 (same day service) menu items.

Menu items which do not require refrigeration may not appear to fit into any of the three process categories. Items such as whole fresh fruits and vegetables should still be handled and prepared properly using standard operating procedures for overall good food safety practices. Such procedures may include employee hygiene, no bare hand contact with ready-to-eat foods, and washing fresh fruits and vegetables, to name a few.

A combination of central and satellite kitchens is found in many school districts. There must be careful consideration of all the steps taken when a menu item is prepared at one site and served at another. In these situations, the SFA must not only identify and categorize the appropriate food preparation process for menu items, but also develop a plan for each site involved in the preparation and service of the item to clarify the responsibilities for each site. An example helps illustrate this.

Q. What process does the following example describe? A central kitchen cooks Broccoli, Cheese, and Rice Casserole and transports it hot to a satellite kitchen for service on the same day.

A. The answer depends on how the food is handled at the satellite kitchen. If leftover Broccoli, Cheese, and Rice Casserole is discarded after serving, it would be a Process 2. If the Broccoli, Cheese, and Rice Casserole is cooled and served as a leftover, it would be a Process 3.

Q. Who is responsible for controlling the hazards during the preparation and service of the Broccoli, Cheese, and Rice Casserole?

A. The central kitchen has the responsibility for following the recipe and adhering to all applicable measures for controlling hazards during the preparation and transportation of the menu item. The satellite kitchen has the responsibility for the control points specific to the site, for example, checking the temperature of the food upon arrival and keeping the food at a safe temperature until service and cooling the food properly, if applicable. Both must implement the appropriate measures to control hazards for their sites.

Slide 22: The Process Approach Activity

The Process Approach
Activity
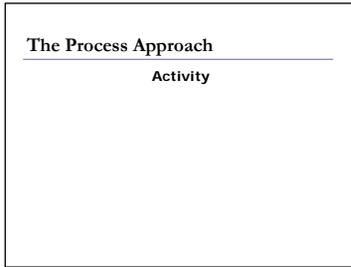
Process Approach Activity

Time: 1.5 hours

Directions: Sort your menu items and identify how you will control hazards using the appropriate process categories. Complete the following worksheets in the Template for Developing Your Food Safety Program:

- Process Approach
- Process #1—No Cook Preparation Process
- Process #2 – Same Day Service Preparation
- Process #3 – Complex Food Preparation

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Standard Operating Procedures

Slide 23: USDA/NFSMI Standard Operating Procedures (SOPs)

Standard operating procedures (SOPs) provide support for both the Process Approach and your food safety program, and are a good foundation for overall food safety. You may already have existing SOPs in your operation. If not, or if you are missing some, FNS, the U.S. Food and Drug Administration, and NFSMI have developed the resource, *Standard Operating Procedures.* The document includes:

- SOPs that identify temperature control points, monitoring procedures, corrective actions, suggested record keeping documents, and verification procedures.
- Worksheets for documenting your written food safety plan.

We have provided a copy of the *Standard Operating Procedures* document for you. The resource is also available in Microsoft Word format and Adobe® Acrobat® Portable Document Format at http://sop.nfsmi.org/HACCPBasedSOPs.php.

Let's take a look at SOPs and the importance of their documentation.

Slide 24: Document SOPs for Your Food Safety Program

> **Standard Operating Procedures**
>
> • **Develop, document in writing, and implement SOPs**
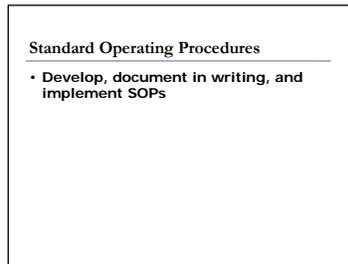
SOPs for foodservice operations are practices and procedures that are basic to ensuring safe food. You should develop and document SOPs that meet the needs of your unique foodservice operation. SOPs need to be written and filed in areas where employees can easily access. It is also important for employees to receive training on the SOPs and understand the importance of following the procedures outlined in each SOP. Following are specific examples of SOPs that you may want to consider for your operation.

Facility-Wide SOPs

Facility-wide SOPs pertain to common activities or procedures, both food and non-food related, performed in a foodservice operation. Examples:
- 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

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SOPs Specific to the Food Preparation Process

Standard operating procedures specific to food preparation activities or procedures performed by foodservice employees include:
- 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)

Slide 25: Standard Operating Procedures Activity

Standard Operating Procedures

Activity
- **Follow Food Code or your State or Local requirements**
- **Modify for your own food service operation**

This brings us to the Standard Operating Procedure Activity.

Standard Operating Procedures
Activity

Time: 45 minutes

Purpose: To review and modify SOPs so they are applicable for your foodservice operation.

Directions: Complete the SOPs section in the Template for Developing Your Food Safety Program.

- Work individually to review and check-off your current SOPs.
- Identify any gaps in your SOPs.
- Use sample SOPs to fill in any gaps. Review the sample and modify it to meet your operation's needs.
- Share information with the group, time permitting.

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Monitoring

Slide 26: Monitoring

Monitoring
• Monitor to make sure food safety
  practices are being done properly.
  • Who will monitor
  • When
  • How

Monitoring is an important step for an effective food safety program. It involves making direct observations or taking measurements to see that the food safety program is being followed. You probably are monitoring many food safety practices already as part of your daily activities. For example, when you open the refrigerator door, do you note that the temperature log is current? Do you notice that staff replaces the soap in the dispenser when it gets low? Do staff always take and write down the temperatures of foods before they are placed on the serving line?

Monitoring will identify when there is a loss of control so that problems can be fixed. Consider when and how often you will monitor your procedures and who will be responsible. Examples of monitoring procedures have been identified in the USDA/NFSMI *Standard Operating Procedures* resource.

Slide 27: Monitoring

Monitoring
               Activity

Monitoring Activity

Time: 10 minutes

Direction: Complete the Monitoring section in the Template for Developing Your Food Safety Program.

Correcting Problems

Slide 28: Correcting Problems

Correcting Problems

• Recognize when there is a problem
• Have a plan for corrections
• Train employees
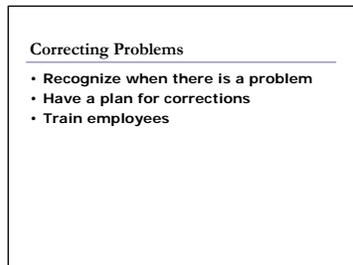
Things don't always go perfectly; problems will arise when preparing food in your facility. You should be able to recognize when problems occur and have a plan for correcting them. Having a pre-determined plan for dealing with and correcting common problems is an important part of your food safety program and is essential to preventing foodborne hazards. Employees should be trained in making the right decisions and the importance of finding and correcting problems.

Correcting Problems
## Activity

Time: 15 minutes

Directions: Complete the correcting problems section in the Template for Developing Your Food Safety Program. Look at the SOPs for examples of how to correct problems.

Recordkeeping

Slide 29: Recordkeeping

Recordkeeping
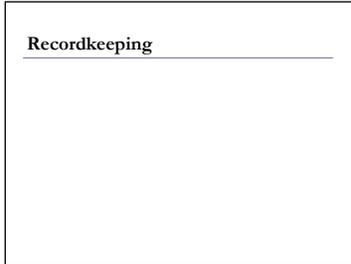
It is important to keep a daily written record of food temperatures, equipment temperatures, procedures, and actions taken to correct problems. The daily information that you write down provides an on-going record that food safety practices are being followed by all employees. You may adapt existing, familiar documents, such as daily production reports, standardized recipes, or delivery invoices for writing down information each day. Also, the NFSMI website has sample documents for recordkeeping. These forms are suggested samples only, there is no requirement to use a specific form for recordkeeping. If you prefer, you may create new documents.

Recordkeeping also provides a basis for periodic reviews of the food safety program. Keep all documents and records for at least one year. In the event that your operation is implicated in a foodborne illness, documentation of activities related to monitoring and correcting problems can demonstrate that reasonable care was exercised in the operation of your facility.

Slide 30: Types of Records

Types of Records
- Menu items and their process category
- Records documenting SOPs
- Time and temperature monitoring records
- Corrective action records
- Calibration records
- Training logs
- Receiving logs
- Verification or review of records
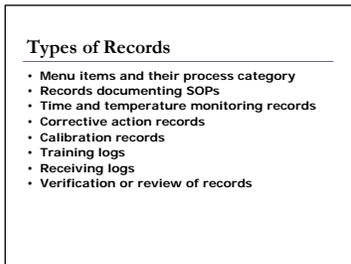
Determine what records must be kept, where to keep them, and which staff member(s) will be responsible for maintaining them.

Some of the types of records that should be maintained include:
- Menu items and their process category
- Records documenting SOPs

- Time and temperature monitoring records
- Correcting problem records
- Calibration records
- Training logs
- Receiving logs
- Verification or review records

Documentation should be as simple as possible to make keeping records easy for employees. It is not always necessary to develop new records. For example, you may use existing paperwork such as delivery invoices for documenting product temperature when receiving food items. Employees are an important resource for ideas on developing simple and effective recordkeeping procedures. Their detailed knowledge of the facility and procedures can be valuable in identifying the most effective procedures for documenting actions.

Recordkeeping Activity

Time: 15 minutes

Directions: Complete the Recordkeeping section in the Template for Developing Your Food Safety Program.

As a part of the exercise you will consider:
- Which records should be kept?
- How to keep them?
- Where to keep them?
- Who will be responsible for keeping them?

Reviewing and Revising

Slide 31: Reviewing and Revising the Food Safety Program

> **Reviewing and Revising
> the Food Safety Program**
>
> • Ensures food safety program is operating
>   according to plan
> • Review annually

There should be ongoing and periodic review of the activities described in your food safety program. This step ensures that the food safety program is operating according to what is specified in each school's plan. Designated individuals such as the manager should observe monitoring activities, calibrate equipment and temperature measuring devices, review records/actions, and discuss procedures with employees. All of these activities should take place regularly to verify that the program is addressing food safety concerns and, if not, check to see how it should be modified or improved.

Review and revise your food safety program at least annually or as often as necessary to reflect any changes in your facility. These may include new equipment, new menu items, reports of illness, comments on health inspections, or other factors that indicate how effectively your food safety program is working. Determine who will review the current program, when it will be done, and how the review will be documented.

Slide 32: Reviewing and Revising

> **Reviewing and Revising
> the Overall Food Safety Program Periodically**
> Activity

Reviewing and Revising Activity

Time: 5 minutes

Directions: Complete the Reviewing and Revising Section in the Developing Your Food Safety Program Template.

Other Factors in the Success of your Food Safety Program

Slide 33: Success of Your Food Safety Program

Success of Your Food Safety Program
• **Review facilities and equipment**
• **Provide on-going training**
• **Review food safety principles including SOPs on a regular basis**
• **Require employees to attend food safety training**

Slide 34: Success of Your Food Safety Program, continued

Success of Your Food Safety Program, continued
• **Maintain training and attendance records**
• **Hold school nutrition managers responsible for maintaining employee training standards**

The success of a food safety program is dependent upon facilities, equipment, and people. The facilities and equipment should be selected or designed to promote safe food preparation and handling practices by employees. Review your facilities and correct or modify barriers to safe food preparation. For example, faulty or outdated plumbing or lack of appropriate thermometers could be a barrier to safe food production. Also, consider obstacles such as high employee turnover or communication barriers when designing and implementing a food safety program.

Managers and employees need to be properly trained to successfully reduce the occurrence of foodborne risk factors. A food safety program is effective when all employees know their responsibilities and are committed to making the food safety program work.

The following practices contribute to a successful food safety program:

- Providing ongoing food safety training for all employees.
- Reviewing food safety principles, including SOP guidelines, for all employees on an annual basis.
- Requiring new employees, including substitutes and volunteers, to complete initial food safety training before handling food.

- Maintaining training and attendance records on all employees at each facility.
- Holding facility managers responsible for maintaining employee training standards.

Slide 35: Questions?

Questions?

Do you have any questions or comments about the information covered in today's Developing A Food Safety Program training?

Slide 36: Training Wrap-Up

Training Wrap-Up
- Next Steps
- Posttest (optional)
- Evaluation
- Roster

We have concluded the training. We will have a short discussion about those actions.

Please take 10 minutes to complete the self-assessment posttest in your workbook. You will not be scored on the posttest, its purpose is to help you assess your current knowledge of the Process Approach to food safety and as a means of determining the effectiveness of today's training.

Please complete the evaluation form that has been included in your materials. Thank you for participating in the *Developing a Food Safety Program* training.

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Slide 38: Posttest (optional)

Posttest
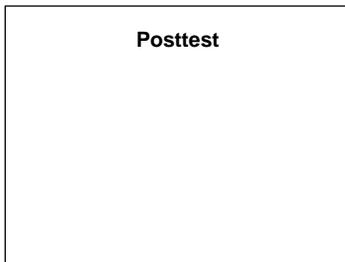
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U. S. Department of Agriculture, Food and Nutrition Service Nutrition, & National Food Service Management Institute. (2005). *HACCP-based standard operating procedures.* University, MS: Author.

U. S. Food and Drug Administration Center for Food Safety and Applied Nutrition. (2005). *Managing food safety: A HACCP principles guide for operators of food establishments at the retail level.* Retrieved November 10, 2005, from *http*://vm.cfsan.fda.gov/~dms/hret-2.html#flow.

Additional Resources

U. S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2000). *Food safety mini posters.* Available at http://www.nfsmi.org/Information/postindx.htm.

U. S. Department of Agriculture, Food and Nutrition Service, & National Food Service Management Institute. (2005). *Thermometer information resource.* University, MS: Author.

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U. S. Department of Agriculture, Food and Nutrition Service Nutrition, & National Food Service Management Institute. (2002). *HACCP for child nutrition programs: Building on the basics.* University, MS: Author.

U.S. Department of Agriculture, Food and Nutrition Service Nutrition, & National Food Service Management Institute. (2004). *Wash your hands: Educating the school community.* Retrieved August 25, 2005, from http://www.nfsmi.org/Information/handsindex.html

Food Safety Web Sites

Gateway to Government Food Safety Information
www.FoodSafety.gov

Healthy School Meals Resource System
http://schoolmeals.nal.usda.gov/

National Food Service Management Institute
HACCP-based Standard Operating Procedures
http://sop.nfsmi.org/HACCPBasedSOPs.php

National Food Service Management Institute
Developing a School Food Service Program
http://www.nfsmi.org/New/index.html

U.S. Food and Drug Administration Center for Food Safety and Applied Nutrition
http://www.cfsan.fda.gov/~lrd/haccp.html

United States Department of Agriculture Food and Nutrition Service
Food Safety
http://www.fns.usda.gov/fns/food_safety.htm

United States Department of Agriculture Food Safety and Inspection Service
"Is It Done Yet?"
http://www.isitdoneyet.gov

United States Department of Agriculture Food Safety and Inspection Service
"Thermy™"
http://www.fsis.usda.gov/Food_Safety_Education/Thermy